



## JOB OPPORTUNITY

### UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

**Announcement No.:** 2024-01

**Position Location:** Washington, DC

**Position Information:**

Full-time, permanent, Excepted Service, more than one position may be available

**Area of Consideration:**

Open to all qualified sources

**Open Date:** January 10, 2024

**Closing Date:** Open Until Filled



*Our mission at the Clerk's Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.*

**Position Title:**

Court Reporter

**Salary Range:**

**Level 1:** \$105,790

**Level 2:** \$111,079

(Requires merit certification)

**Level 3:** \$116,369

(Requires realtime certification)

**Level 4:** \$121,658

(Requires realtime certification and merit certification)

**Merit Certification:** Registered merit reporter certificate from the National Court Reporters Association (NCRA).

**Realtime Certification:** Successful completion of a certified realtime examination by NCRA or equivalent exam.

**How to Apply:**

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills
- A copy of certificates indicating certification as a Registered Professional Reporter (RPR), Certified Realtime Reporter (CRR), Registered Merit Reporter (RMR), Registered Diplomate Reporter (RDR), and/or Federal Court Reporter Realtime (FCRR).

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2024-01)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

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## **ABOUT US**

The United States District Court for the District of Columbia is recruiting for a Court Reporter to join its Clerk’s Office team. Having restructured its operations, the Court Reporter department is seeking to add candidates who excel in working well with others and who are team players. The team works in a dynamic, fast-paced environment serving a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk’s Office’s Vision and Mission of “providing exceptional service while upholding the administration of justice.” Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## **JOB SUMMARY**

This position is located in the Clerk’s Office of the United States District Court for the District of Columbia. The incumbent of this position is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings for the United States District Court only.

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## **DUTIES AND RESPONSIBILITIES**

The duties include, but are not limited to the following:

- Attend and record verbatim by shorthand or mechanical means court sessions; read back portions of court record, as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared after delivery to the requesting parties.
- Provide transcripts to the court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases.
- Promptly certify and file all original shorthand notes, audio files, and other original records of proceedings.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.

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## **QUALIFICATIONS**

Only applicants meeting the following minimum eligibility requirements and qualifications will be considered:

- A minimum of four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings).
- Registered Professional Reporter (RPR) certification is required.
- Certified Realtime Reporter (CRR) or Federal Court Reporter Realtime (FCRR) certification is preferred.
- The ability to record and transcribe 180 words per minute for literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony at 95% accuracy.
- Knowledge of and experience with computer-aided transcription (CAT). Must provide own CAT system with realtime capability.
- Possess and provide all necessary personal equipment and software.
- Self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Communicate effective, both orally and in writing.

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## **BENEFITS**

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year

- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$315 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about Federal Judiciary benefits, please go to [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## **CONDITIONS OF EMPLOYMENT**

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

*Revised 01/19/2024*