

***United States District Court  
Northern District of West Virginia  
Vacancy Announcement***

**Position Title:** Official Court Reporter  
**Announcement Number:** WVN 17-01  
**Location:** Martinsburg, West Virginia  
**Opening Date:** September 8, 2017  
**Closing Date:** Open until filled

**Position Description:**

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of full-time Official Court Reporter to report directly to the Article III Judges. This position may require travel to other points of holding court in Clarksburg, Elkins, and Wheeling. An Official Court Reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request.

**Duties include, but are not limited, to the following:**

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts and/or real-time feed to the Court upon request, without charge.
- 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.
- Maintain and safeguard records until they are disposed of according to statutory requirement and Judicial Conference policy.
- Work well under pressure, and produce transcripts within strict time limitations.
- Perform other duties as assigned.

**Qualifications and Requirements:**

Applicants must possess a minimum requirement of at least four years of prime court reporting experience in a court, or in the freelance field of service, or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. The successful candidate must possess excellent communication skills and be willing to work as part of a team of reporters to meet the court's needs. Candidates should be highly organized, possess tact, good judgment, poise, initiative and maintain a professional appearance and demeanor at all times.

**Salary Range:**

Four increment levels are authorized for merit and real-time certification. Starting salary level is commensurate with qualifications.

Level 1: Starting salary (\$85,015) (minimum qualifications)

Level 2: Starting salary plus 5% (\$89,265) - requires merit certification

Level 3: Starting salary plus 10% (\$93,516) - requires real-time certification

Level 4: Starting salary plus 15% (\$97,767) - requires real-time certification and merit certification

Merit certification = registered merit reporter from the NCRA.

Real-time certification = successful completion of a certified real-time examination by NCRA or equivalent exam.

**Benefits:**

Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment.

**Miscellaneous:**

- U.S. citizenship required.
- The selected candidate will be subject to a background check that includes an FBI fingerprint check as a condition of employment.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.wvnd.uscourts.gov](http://www.wvnd.uscourts.gov).
- Position may require travel.

**Application Requirements:**

Qualified applicants should submit a resume, salary history, and three references to:

Kelly Fry, HR Administrator  
U.S. District Court  
1125 Chapline Street  
P.O. Box 471  
Wheeling WV 26003 or [kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov)

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