

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

**Position Title:** Official Court Reporter  
**Announcement Number:** WVN 18-03  
**Type:** Part-time position  
**Location:** Wheeling, West Virginia  
**Opening Date:** January 26, 2018  
**Closing Date:** First cut-off date for review of applications is February 7, 2018.  
Position is 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 part-time Official Court Reporter to report directly to the Article III Judges. This position will require travel to other points of holding court in Clarksburg, Elkins, and Martinsburg and may require further travel within the United States. 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. Court Reporter positions are subject to available funding supplied by the Administrative Office of the United States Courts.

**Representative Duties include:**

- 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:**

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 confidentiality, a professional appearance and appropriate demeanor at all times.

**Required:** An applicant for appointment as an Official Court Reporter in a United States District Court must possess as a minimum requirement 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. Realtime court reporting proficiency is required.

**Preferred:** Special consideration would be extended to Registered Professional Reporters and reporters who possess a Certificate of Merit from the NCRA. Federal Court Reporter experience preferred. Realtime certification preferred.

### **Salary Range:**

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

Level 1: Starting salary (\$39,124) (minimum qualifications)

Level 2: Starting salary plus 5% (\$41,080) - requires merit certification

Level 3: Starting salary plus 10% (\$43,036) - requires real-time certification

Level 4: Starting salary plus 15% (\$44,993) - 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.

### **Miscellaneous:**

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a full OPM background search that includes an FBI fingerprint check as a condition of employment. Subsequent background searches will be required every five years. Appointment will be made conditional to an acceptable background investigation report.
- 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.

**Benefits:**

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.

**Application Requirements:**

Qualified applicants should submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> or the form may be requested via telephone at 304-234-0399);
- resume;
- salary history; and
- contact information for three professional references

Kelly Fry, HR Administrator

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