

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

**Position Title:** Official Court Reporter  
**Announcement Number:** WVN 20-05  
**Type:** Full-time position  
**Location:** Clarksburg, West Virginia  
**Opening Date:** September 24, 2020  
**Closing Date:** First cut-off date for review of applications is October 15, 2020.  
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 a full-time Official Court Reporter to report directly to the Article III Judges. This position will require travel to other points of holding court in Elkins, Martinsburg, and Wheeling and may require further occasional 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 and continued employment of court reporters 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 requirements 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. Real-time 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 Realtime certification. The following starting salary level is based on forty hours per week and is commensurate with qualifications.

Level 1: Starting salary (\$81,817) (minimum qualifications)

Level 2: Starting salary plus 5% (\$85,907) - requires merit certification

Level 3: Starting salary plus 10% (\$89,998) - requires Realtime certification

Level 4: Starting salary plus 15% (\$94,089) - requires Realtime certification and merit certification

Merit certification = registered merit reporter from the NCRA or equivalent examination.

Realtime certification = successful completion of a certified Realtime examination by NCRA or equivalent examination.

### **Miscellaneous:**

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is 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.

**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.

Additional benefit information is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Application Requirements:**

Qualified applicants should submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from [Application for Judicial Branch 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

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)

U.S. District Court is an Equal Opportunity Employer