



## Notice of Vacancy

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<b>Position Title:</b>	Official Court Reporter Full-time or Part-time/Regular, Excepted Service
<b>Announcement No.:</b>	2024-01
<b>Location:</b>	Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, or Roanoke, Virginia
<b>Opening Date:</b>	January 24, 2024
<b>Closing Date:</b>	Open Until Filled
<b>Salary Range:</b>	\$92,739 - \$106,650 (CR 1 – CR 4) Starting salary commensurate with qualifications/certifications

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The U.S. District Court for the Western District of Virginia seeks an Official Court Reporter. The Western District currently consists of 9 judicial officers and staff located in six divisional offices (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke). Official Court Reporters must comply with the requirements of the Judicial Conference of the United States and *The Court Reporter's Manual* published by the Administrative Office of the United States Courts. The position may be located in any of the divisional offices. Travel, including overnight, is required.

The Western District of Virginia is a great place to live and work. Nestled in the majestic Blue Ridge Mountains, Southwest Virginia offers stunning natural beauty and regional attractions, including the Blue Ridge Parkway, museums and galleries highlighting the area's unique heritage, as well as several local wineries and provides a variety of recreational opportunities for water enthusiasts and nature lovers including hiking in regional parks or on the Appalachian Trail and fishing or boating at nearby lakes. Southwest Virginia is also rich in performing and visual arts, has a vibrant music scene and features historical attractions close to each divisional location, including Charlottesville's Monticello, the home of Thomas Jefferson, and Abingdon's Barter Theater. Nearby Amtrak makes travel to various locations, such as New York, Boston, Washington, and New Orleans easily assessable from any divisional location. For more information on the region visit: <https://visitswva.org/>.

### REPRESENTATIVE DUTIES

- Performs court reporting services for any judicial proceeding as may be required, recording, and transcribing verbatim testimony of courtroom proceedings and reading back any or all portions.
  - Provides transcripts within the time frames and cost requirements of the Judicial Conference, as requested, or ordered. Responsible for determining that billings and formats comply with the Judicial Conference requirements.
  - Maintains accurate, legible records which are subject to audits. Completes record-keeping forms, documenting information contained in reports, and maintains and safeguards records until their disposition, according to statutory requirements and Judicial Conference policy.
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## QUALIFICATIONS

Must have 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 (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Proficient provision of Realtime reporting required. Knowledge of and experience in Computer Aided Transcription (CAT) is required. Must possess and provide all necessary personal equipment and software, including telephone and internet service, computer, printer, and supplies. Merit certification (RMR) and/or Realtime certification (CRR) strongly preferred.

The ideal candidate is a self-directed, highly organized individual who maintains a professional demeanor and appearance at all times; is responsible and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of individuals; possesses excellent communication skills; is able to produce transcripts within strict time limitations; and understands the importance of confidentiality.

## BENEFITS

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, and vision coverage, participation in flexible reimbursement accounts, and retirement benefits. For more information, visit the [Benefits](#) page on the United States Courts' website.

**Note:** In addition to the starting salary, an official court reporter is entitled to transcript fees from any party who has contracted with the official court reporter for transcript services.

## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

## HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references; 4) the [Judicial Application for Employment – Form AO78](#); and 5) copies of professional certificates.

Application packets should be submitted as a **single PDF** via email to [careers@vawd.uscourts.gov](mailto:careers@vawd.uscourts.gov) and reference **OCR #2024-01** in the subject line. Only complete application submissions will be considered.

Due to the anticipated high volume of submissions expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.

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