



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Official Court Reporter	Announcement #:	24-CO-02
Appointment Type:	Full-time, Regular		
Location:	Charleston, WV		
Starting Salary:	Level 1 – 4 \$92,739 - \$106,650 per year (Rest of the United States Locality Pay Area) In addition to the annual salary, transcript fees are paid		
Opening Date:	February 26, 2024		
Closing Date:	Open until filled. Applications received by March 26, 2024 , will receive first consideration.		
Open To:	All qualified applicants		

Position Overview:

This United States District Court for the Southern District of West Virginia is seeking qualified candidates for an Official Court Reporter assigned to the chambers of the Honorable Irene C. Berger, U.S. District Judge and will also report for other Article III judges in the District as needed. The court reporter records verbatim all proceedings as directed, and reports to the Court Reporter/ECR Coordinator. This position will require travel to other points of holding court in the District as needed. Court reporters are guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan for the Court. The successful candidate will be a highly organized and poised individual, who possesses tact, good judgment, and initiative, while working harmoniously with others and communicating effectively, both orally and in writing.

Representative Duties:

Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Conference of the United States; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; and covering other courts as needed, and all other duties as assigned. The incumbent is responsible for providing and maintaining all necessary personal equipment and software (e.g. computer, display, write, cable and Realtime software).

Required Qualifications:

Must possess at least four years of prime court reporting experience in the freelance field of service or in other courts 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 exam. The incumbent is required to be Realtime proficient and to utilize Computer Aided Transcript (C.A.T.).

Salary:

The appointee shall receive the salary for court reporters set by the Judicial Conference of the United States, plus authorized transcript fees.

Level 1: starting salary	registered professional reporter	\$92,739
Level 2: starting salary plus 5%	merit certification	\$97,375
Level 3: starting salary plus 10%	realtime certification	\$102,013
Level 4: starting salary plus 15%	realtime certification and merit certification	\$106,650

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to benefits that include: mandatory participation in the Federal Employees' Retirement System and Social Security, voluntary participation in the Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, periodic salary increases, 11 paid holidays per year, Learning and Development Tuition Assistance, Public Service Loan Forgiveness (PSLF), and onsite physical fitness facility.

Information for Applicants:

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Judiciary employees serve under excepted appointments (not civil service) and are "at-will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate is subject to a background check, including FBI fingerprint check, and appointed provisionally, pending a favorable suitability determination.

Application Process:

Qualified applicants must submit the following in a **single PDF document**:

- Cover letter,
- Résumé,
- Copies of any relevant certifications, and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (Completion of Optional Background Information section, #18-20 is NOT required).

Application packets should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#24-CO-02 Official Court Reporter** in the subject line. To receive first consideration, application materials must be received by **March 26, 2024**, but the position will remain open until filled.

Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.