



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

EMPLOYMENT OPPORTUNITY

Position:	Official Court Reporter	Announcement #:	26-CO-01
Appointment Type:	Full-time, Regular		
Location:	Charleston, WV		
Starting Salary:	Level 1 – 4 \$94,510 - \$108,686 per year (Rest of the United States Locality Pay Area) In addition to the annual salary, transcript fees are paid		
Opening Date:	December 16, 2025		
Closing Date:	Open until filled. Applications received by January 12, 2026 , 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 applicants for an Official Court Reporter to record verbatim all proceedings as directed, by Article III judges in the District. Although the position will be located in the Charleston point of holding court, the court reporter position will be required to travel to other points of holding court in the District as needed. The court is also amenable to remote reporting, at times. Court reporters are guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan for the Court. While the Court Reporter/ECR Coordinator administratively oversees the Court Reporters, assigned judge(s) will manage the court reporter's schedule and courtroom responsibilities. 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, writer, cable and Realtime software).

Required Qualifications:

Must possess at least one year of prime court reporting experience in the freelance field of service or in other courts or a combination of such experience 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.

Applicants must be capable of providing Realtime reporting and will be expected to provide transcripts and/or Realtime feed for judges upon request. While Realtime certification is preferred, applicants who can provide Realtime and are actively working toward certification will be considered. Applicants must 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	\$94,510
Level 2: starting salary plus 5%	merit certification	\$99,235
Level 3: starting salary plus 10%	realtime certification	\$103,961
Level 4: starting salary plus 15%	realtime certification and merit certification	\$108,686

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. After a reasonable period of orientation to the court, Official Court Reporters may be granted substantial flexibility to engage in telework when their presence in court is not required.

Information for Applicants:

There may be an opportunity for a recruitment bonus to a newly appointed employee or relocation bonus to a current federal employee (in any branch of government) who must relocate to a different geographic area to accept a position without a break in service. 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. The selected candidate(s) 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, #19-21 is NOT required).

Application packets should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#26-CO-01 Official Court Reporter** in the subject line. To receive first consideration, application materials must be received by **January 12, 2026**, 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. More than one position may be filled.

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