



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219

Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)

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<b>Position:</b>	<b>Official Court Reporter</b>
<b>Vacancy:</b>	<b>25-01</b>
<b>Position Location:</b>	<b>Pittsburgh, Pennsylvania</b>
<b>Anticipated Starting Salary:</b>	<b>CR Level 1 – 5 (\$97,715 - \$117,257)</b> (Depending on certifications and experience)
<b>Application Deadline:</b>	<b>Open until filled. Preference will be given to those applications received by March 17, 2025.</b>

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#### Overview

Our Court Reporters maintain the courtroom record and produce transcripts of court proceedings according to strict standards. Highly accurate records and transcripts of court proceedings are critical to the administration of justice. [Click here](#) to view a brief video about court reporter professionals working in the Courts. Preference will be given to those applicants that are certified realtime. The salary is set by the Judicial Conference based on qualifications.

#### Representative Duties

- Ability to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the judges of this court.
- Knowledge, skill and ability to produce accurate, simultaneous realtime transcription utilizing computer-aided translation.
- Familiarity with and adherence to all requirements of the Official Court Reporter Plan for the district and applicable sections of the Guide to Judiciary Policy.
- Provide realtime reporting and transcripts for judges upon request without charge as well as provide transcripts and realtime reporting upon request of a party who has agreed to pay the fees established by the Judicial Conference.
- Adhere to billing and formats which comply with the Judicial Conference requirements.
- Deliver and/or mail official transcripts prepared.
- Certify and file with the Clerk of Court original records and a copy of transcripts prepared.
- Maintain accurate and legible records which are subject to audit.
- Prepare and file all reports required by the Administrative Office.
- Respond timely to official correspondence and comply with all administrative duties assigned by the court.
- Provide and maintain his or her own court compatible equipment and supplies necessary to produce realtime computer-aided transcription and copies of transcripts, including telephone and Internet service, postage, computer equipment, hardware and software, printers and supplies.
- Occasional travel within the district required.
- Perform other duties as assigned.

## **Qualification Requirements**

- Candidate must possess at least one year of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof.
- Applicants must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

## **Classification Level and Starting Salary**

CR Level 1 - \$97,715

CR Level 2 - \$102,601 (Requires longevity or merit certification)

CR Level 3 - \$107,487 (Requires realtime certification or longevity and merit)

CR Level 4 - \$112,372 (Requires realtime certification and longevity or realtime and merit)

CR Level 5 - \$117,257 (Current Federal Official Court Reporters hired before 10/11/09) (Requires realtime and merit certifications and Longevity)

Longevity: Ten years of service in the federal courts.

Merit Certification: Registered merit reporter certificate from the National Court Reporters Association (NCRA).

Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam.

## **Preferred Qualifications/Court Preferred Skills**

Successful completion of the Certified Realtime Reporter (CRR) examination offered by the National Court Reporters Association (NCRA) or having passed an equivalent qualifying examination. The Court may, in its discretion, require any successful applicant who is not “realtime certified” at the time of appointment to gain such certification within a certain period of time, dependent on the needs of the Court.

## **Organizational Relationship**

This position is assigned as Court Staff for the U.S. District Court, Western District of Pennsylvania, and currently is appointed by the Chief Judge.

## **Benefits**

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual.

[Click here](#) for additional information.

## **Background Investigation**

This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination. A negative finding from the background check may result in termination of employment. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

## **Applicant Information**

Official court reporters are placed on a regular tour of duty that requires their presence in the courthouse during core working hours of a minimum of eighty (80) hours per pay period. Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch

appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. The selected candidate will be subject to a probationary term for a period of six months. Employees are required to use electronic funds transfer for payroll deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Court may select an appointee from the candidates who responded to the initial announcement without re-posting the vacancy.

### **How to Apply**

Apply only through the court’s online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; Copies of certificates currently held including Registry of Professional Reporters (RPR), Registered Merit Reporter (RMR) and/or Certified Realtime Reporter (CRR); and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#) Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered.

Only applicants selected to participate in a personal interview will be notified and must travel at their own expense. Selected applicants will be asked at that time to submit contact information for three (3) professional references. Relocation expenses will not be reimbursed.

### **District Overview**

The District’s jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

*The United States District Court, Western District of Pennsylvania, is an  
Equal Opportunity Employer and values diversity in the workplace.*