

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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★ JOB OPPORTUNITY NUMBER: FY 22-024

POSITION: Official Court Reporter

LOCATION: Norfolk, VA

Opening Date: May 25, 2022

Closing Date: Open until filled

CLASSIFICATION LEVEL/SALARY RANGE:

Level 1:	\$85,349
Level 2:	\$89,617
Level 3:	\$93,885
Level 4:	\$98,151

### POSITION OVERVIEW

This position is a full-time, salaried position. In addition to a salary from the Court, the Official Court Reporter receives payments from private parties who purchase transcripts of proceedings. Fees for such transcripts are established by the Judicial Conference. The Official Court Reporter is assigned to the Court and reports both to the Operations Manager and to the Judge to whom the reporter is assigned. This position is for an Official Court Reporter who will be assigned to United States District Judge Arenda L. Wright Allen. Official Court Reporters are employed by the Court en banc and serve at the pleasure of the Court. An Official Court Reporter's duties and conditions of employment are primarily determined by 28 U.S.C. Section 753, the Judicial Conference of the United States, and the Court.

### DUTIES AND RESPONSIBILITIES

Official Court Reporters attend and record verbatim in-person court sessions, remote hearings and conferences, and other proceedings as specified by statute, rule, or direction of the Court. All proceedings must be reported using electronic machine shorthand equipment that produces electronically stored notes that are capable of translation and of being printed by computer-assisted transcription equipment. The candidate must be able to provide realtime transcription to the Court and to work well under pressure, including working extended hours during trial proceedings. The candidate must be able to promptly produce transcripts, meeting tight deadlines without sacrificing accuracy. Official Court Reporters must file copies of all transcripts with the Clerk and provide transcripts requested by the Court without charge. Official Court Reporters are solely responsible for the cost of their office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software.

Official Court Reporters must follow the policies and administrative procedures contained in the Guide to Judiciary Policies, Volume VI; and the Court Reporter Management Plan for the United States District Court for the Eastern District of Virginia.

### QUALIFICATIONS

Candidates must be graduates of an accredited Court Reporting School or Program and have excellent realtime reporting skills. Realtime certification is a plus, but not required.

## **CLASSIFICATION LEVEL/SALARY RANGE:**

**LEVEL 1:** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, must possess a minimum of 4 years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and must possess a Registered Professional Reporter Certification from the National Court Reporters Association (NCRA).

**For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:**

**LEVEL 2:** Must possess a Registered Merit Reporter Certificate from the NCRA, or have successfully passed an equivalent exam.

**LEVEL 3:** Must have successfully completed the Certified Realtime Reporter exam offered by the NCRA, or an equivalent exam.

**LEVEL 4:** Must (1) possess a Registered Merit Reporter Certificate from the NCRA, or successfully passed an equivalent exam and (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

## **BENEFITS**

A generous benefits package is available and includes 13-26 days of annual leave, 13 days of sick leave, 11 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care).

## **CONDITIONS OF EMPLOYMENT**

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the Court.
- In response to the COVID-19 pandemic, the following policies have been established under [General Order 2021-11](#), [General Order 2021-12](#), and [General Order 2021-15](#):
  - Employees must complete an attestation form addressing their vaccination status;
  - Employees that are not fully vaccinated, and those that elect not to disclose their vaccination status, must be tested for COVID-19 two times per week, separated by at least 72 hours, and provide the test results to a court representative;
  - The two-times per week testing requirement for employees that are not fully vaccinated may be reduced to a one-time per week testing requirement if the employee is granted a medical or religious exemption;
  - Employees have been required to wear masks at various times during the pandemic depending upon their vaccination status and local pandemic conditions.

## **APPLICATION INFORMATION**

Interested applicants must submit five (5) items: a cover letter, resume, the [Application for Federal Employment](#) (document can be found under "Related Links" on the Employment page of our website), a list of professional references, and copies of all applicable court reporter certifications.

**Application packages will be reviewed on a rolling basis until the position is filled.**

Incomplete application packages will not be considered. Submit electronically to [jobbox4@vaed.uscourts.gov](mailto:jobbox4@vaed.uscourts.gov)

Only applicants selected for an interview will be contacted.

**The United States District Court is an Equal Opportunity Employer**