

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF PENNSYLVANIA  
Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219  
Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)**

**POSITION VACANCY ANNOUNCEMENT**

**Position Title: Official Court Reporter**

Location: Pittsburgh, PA

Positions Available: One or more

Appointment Level: CR Level 3 – Level 5  
(Depending on certifications and federal experience)

Salary Range: \$88,296 - \$96,324



Announcement Number: 18-14  
Opening Date: December 6, 2018  
Closing Date: January 15, 2019

Location: Johnstown, PA

Position Available: One

Appointment Level: CR Level 3 – Level 5  
(Depending on certifications and federal experience)

Salary Range: \$86,073 - \$93,898

**POSITION**

The United States District Court for the Western District of Pennsylvania is accepting applications for the positions of an **Official Court Reporter-Certified Realtime**. The official duty stations are in Pittsburgh and Johnstown, Pennsylvania. The reporter may be required to perform official duties from time to time in Pittsburgh, Johnstown and/or Erie, PA in addition to the official duty station assigned.

**SALARY**

CR Level 3 – Level 5 (annual starting salary range is \$86,073 - \$96,324). Salary determined by qualifications, certifications and federal experience. Please see “Qualifications and Requirements” section of this Notice.

**REPRESENTATIVE DUTIES**

Official Court Reporters are responsible for recording court proceedings in court and in chambers for all judges and magistrate judges. The reporter produces transcripts requested by a judge or the parties and files copies as required with the Clerk of Court. Duties include:

- 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.

## **QUALIFICATIONS AND REQUIREMENTS**

- Candidate 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
- Applicants must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA)
- Applicants must have passed a Certified Realtime Reporter (CRR) examination administered by NCRA or equivalent examination administered by an organization of recognized standing at the time of hire

## **SALARY RANGE**

Classification Level	Duty Station Pittsburgh	Duty Station Johnstown
CR Level 3 (Requires Realtime Certification)	88,296	86,073
CR Level 4 (Requires Realtime Certification and Registered Merit Reporter (RMR))	92,311	89,986
CR Level 5 (Current Federal Official Court Reporters hired before 10/11/09)	96,324	93,898

## **BENEFITS**

Full-time Official Court Reporters 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. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>.

## **CONDITIONS OF EMPLOYMENT**

Each applicant must be a U.S. Citizen or seeking citizenship if applicable criteria are met. Applicants selected for interviews must travel at their own expense. Travel and moving expenses are not authorized for reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

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. 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.

Employees of the U.S. District Court are excepted service appointments, are considered “at will” and can 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 adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at:

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

## **ADDITIONAL INFORMATION**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS**

Consideration will only be given to those who apply online through the court’s online application tracking system and provide the required application documents listed below no later than January 15, 2019. Note: Applicants must indicate if they are applying for the Pittsburgh or Johnstown duty stations, or both. Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. To apply, visit the Employment Section (Court Info) of the Western District of Pennsylvania’s website at:

<http://www.pawd.uscourts.gov/employment>

Qualified applicants must submit the following required application documents:

- A cover letter addressed to Court Reporter Vacancy, Attention: Human Resources Manager stating the reason for your interest in the position
- A resume, including complete employment, educational history, skills, and salary history
- Copy of the Certified Realtime Reporter (CRR) Certification or equivalent examination administered by an organization of recognized standing at the time of hire (mandatory)
- Registered Merit Reporter (RMR) Certification (if currently held)
- A completed Application for Judicial Branch Federal Employment (AO78) which can be downloaded when accessing the online application tracking system or at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Selected applicants will be invited to participate in a personal interview and will be asked at that time to submit contact information for three (3) professional references.

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