

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
Vacancy Announcement  
14-WAW-22  
August 2014**

**OFFICIAL COURT REPORTER**

Salary: \$79,080 – \$90,942  
Depending upon experience and qualifications

*Position open until filled; preference given to resumes received by September 14, 2014*

The U.S. District Court for the Western District of Washington is currently accepting resumes for the position of Official Court Reporter. This person will be employed at the federal courthouse in Seattle, Washington with some travel to the courthouse in Tacoma, Washington, as needed. The Official Court Reporter performs court reporting services for judicial proceedings. This position requires the ability to record verbatim testimony of courtroom proceedings, to read back any or all portions of the court records, to work well under pressure, to produce transcripts within required time limitations, and to work as part of a team of reporters for Judges of the Court. Court Reporters must provide their own equipment including software and supplies.

**QUALIFICATIONS**

This is a highly visible position within the court and requires dedication, professionalism, flexibility, commitment, initiative and discretion. Applicants must possess at least four years court reporting experience in a court, the freelance field, or a combination thereof. A certificate of Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA) is required, or an equivalent qualifying examination certificate. All applicants are required to utilize realtime transcription and must have hookup experience; realtime certification is required. The successful candidate will also possess:

- Strong communication skills and the ability develop effective relationships and work with a variety of people tactfully and courteously;
- Demonstrated ability to work effectively in a team based environment where the workload is shared;
- Ability to consistently demonstrate sound ethics and judgment;
- Strong organizational skills and experience in handling multiple workload demands;
- Professional demeanor;
- Demonstrated ability to work without supervision;
- Accuracy and attention to detail.

## **SALARY**

Level 1: Starting salary (\$79,080)

Level 2: Starting salary plus 5% (\$83,034); requires merit certification\*

Level 3: Starting salary plus 10% (\$86,988); requires realtime certification\*\*

Level 4: Starting salary plus 15% (\$90,942); requires realtime certification and merit certification

\* Merit certification = Registered Merit Reporter certificate from the National Court Reporters Association (NCRA).

\*\* Realtime certification = successful completion of Certified Realtime Examination Certificate by NCRA or equivalent exam.

Upon appointment the qualified person shall, in addition to the starting salary, receive maximum allowable rates for transcripts as set by the Judicial Conference.

## **APPLICATION PROCEDURES**

Qualified applicants should submit a cover letter, resumé, and 20 pages of transcript to:

Human Resources, (14-WAW-22)  
U. S. District Court  
700 Stewart Street  
Seattle, WA 98101

or via e-mail (WordPerfect, Word, or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior

written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

**BENEFITS:**

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

*The United States District Court is an equal opportunity employer and values diversity in the work place.*