

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TEXAS

Position: Official Court Reporter
Announcement Number: 2025-7
Location: Tyler, TX
Grade Range: CR Level 1 – Level 4
(Depending on certifications)
Salary Range: \$95,454 - \$109,772



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Opening Date: March 11, 2025
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking an innovative and experienced individual to serve as an **Official Court Reporter** in the Tyler division. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler.

POSITION OVERVIEW AND DUTIES:

Official Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court. More details will be provided during interviews. Duties include:

- Attend and record verbatim reporting of proceedings held before the judicial officers and for the transcription of those proceedings upon request. 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 real time transcription utilizing computer-aided translation. Familiarity with and adherence to all requirements of the Court Reporter Management Plan for the district.
- Determine 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 audits. Prepare and file all reports required by the Administrative Office.
- Respond timely to official correspondence. Compliance with all administrative duties assigned by his or her manager and the court. Responsible for providing and maintaining his or her own court compatible equipment.
- Travel will be required to cover court proceedings at other divisional offices within the district. Perform other duties as assigned. 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 period. This position requires the ability to work extended court hours.

QUALIFICATIONS:

Required minimum qualifications for level 1: 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; must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

For pay levels above level 1, the candidate must meet qualifications for level 1 **and** the following:

Level 2- Must possess a Registered Merit Reporter Certificate from the NCRA.

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 and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or equivalent exam.

Realtime certification is preferred, however, candidates who are capable of providing real time and are actively working toward certification will also be considered.

JUDGMENT AND ETHICS:

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrated ability to exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary is required. Ability to maintain confidentiality, handle sensitive information and exercise discretion at all times. Demonstrated skill in providing excellent customer service.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement Systems which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary benefits.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the Code of Conduct for Federal Judicial Employees. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/>. All documents should be submitted as a single pdf with the reference number (2025-7 Official Court Reporter) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.