

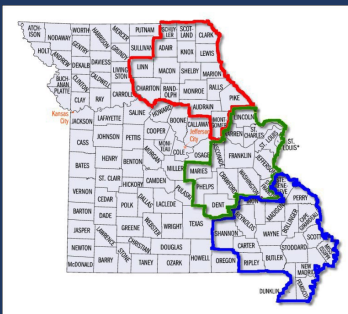


UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

CAREER OPPORTUNITY

111 South 10th Street
St. Louis, MO 63102

www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

Official Court Reporter

VACANCY #: CR-0525

Duty Station: St. Louis, MO

Posted: May 14, 2025

Status: Full-Time Permanent

Reports To: Chief Deputy,
Operations/Court Services

***Salary Range:** \$96,907, \$101,753,
\$106,599, \$111,443

Transfers: Yes

**Classification dependent on qualifications. *Salary level requires approval by the Administrative Office.*

Closing Date: Open Until Filled

POSITION SUMMARY/DUTIES

The position is a full-time appointment with the Eastern District of Missouri. Official Court Reporters are responsible for the verbatim reporting of both civil and criminal proceedings held before the United States District Judges, and as directed for proceedings before Magistrate Judges, and for the transcription of those proceedings upon request. All proceedings shall be reported using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment. All court reporters shall be required to record via electronic sound recording equipment (magnetic/digital) all proceedings in this District and shall maintain the electronic media in their custody until separation from duty.

Official Court Reporters provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all prepared transcripts concurrently with delivery to the requesting parties. Fees for transcripts sold to private parties are established by the Judicial Conference and are retained by the Official Court Reporter.

Although this position is based in St. Louis, all Court Reporters are expected to serve all judges of the court and travel to Cape Girardeau and Hannibal Divisional courthouses on occasion is required. Court Reporters serve under the appointing authority of the Clerk of Court, are guided by and responsible for following policies and administrative procedures contained in the Court Reporter Management Plan for the Eastern District of Missouri, and the personnel policies applicable to the employees of the Clerk of Court. Court Reporters are expected to do all other duties as assigned.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to MOED_employment@moed.uscourts.gov

Subject of Email: CR-0525

1. Cover letter
2. Current resume
3. Contacts for 3 Professional References
4. Copy of Certifications
5. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Applicants may be asked to participate in proficiency tests.

Citizenship-Requirements-Employment-Judiciary.pdf

[Learn More About Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

MINIMUM QUALIFICATIONS

Must have at least four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof. Starting at Level 1 to Level 4 based on education and experience. In addition:

To qualify for Level 1, incumbent must have a Registered Professional Reporter (RPR) certification from the National Court Reporters Association. (\$96,907)

To qualify for Level 2, incumbent must have a Registered Merit Reporter (RMR) certification from the National Court Reporters Association. Salary range represents a 5% increase over the Entry Level 1. (\$101,753)

To qualify for Level 3, incumbent must have a Certified Realtime Reporter (CRR) certification from the National Court Reporters Association or equivalent certification. Salary range represents a 10% increase over the entry Level 1. (\$106,599)

To qualify for Level 4: Incumbent must have a Registered Merit Reporter (RMR) certification AND Certified Realtime Reporter (FCRR or CRR) certification. Salary range represents a 15% increase over the entry Level 1. (\$111,443)

Applicants must be capable of providing realtime reporting and will be expected to provide transcripts and/or realtime feed for judges upon request, without charge. Realtime certification is preferred, but candidates who are capable of providing realtime and are actively working toward certification will also be considered.

BACKGROUND INVESTIGATION REQUIREMENTS

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation as a condition of employment. The selectee may then be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interviews will be contacted. Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. [Link The Code of Conduct for Judicial Employees](#) Link: [Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are "excepted service" positions and employees serve "at will." The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the appointing authority may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.