

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF VIRGINIA**

<http://www.vawd.uscourts.gov/>

**Position Title:** Official Court Reporter  
**Announcement No.:** 2017-08  
**Location:** Abingdon, VA  
**Opening Date:** July 28, 2017  
**Closing Date:** Open Until Filled  
**Salary Range:** \$76,961 - \$88,505 (dependent on qualifications/certifications)

**POSITION OVERVIEW**

The U.S. District Court for the Western District of Virginia seeks an Official Court Reporter. The Western District consists of 9 judicial officers and staff located in seven divisional offices (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). The District has four active district judges, two senior district judges, and three full-time magistrate judges. Official Court Reporters must comply with the requirements of the Judicial Conference of the United States and *The Court Reporter's Manual* published by the Administrative Office of the United States Courts. The position is located in the Abingdon division. Travel including overnight, within and outside the district is required.

Abingdon is a great place to live and work. Nestled in the majestic Blue Ridge Mountains in southwestern Virginia, the area offers stunning natural beauty, regional attractions, rich in performing and visual arts, and a vibrant music scene. Easily accessible from I-81, Abingdon is home to the historic and most famous stage in Virginia, the Barter Theatre, the state Theatre of Virginia, The Crooked Road, Virginia's Music Heritage Trail, a 330-mile driving trail that features world class music venues, The Virginia Creeper Trail, which begins in downtown Abingdon, and the Virginia Highlands Festival. Nearby, South Holston Lake caters to the water enthusiast and nature lover, providing a variety of recreational opportunities. Discover Abingdon at <http://visitabingdonvirginia.com/> and nearby Bristol at <http://www.bristolva.org/>

NOTE: In addition to the starting salary, an official court reporter is entitled to transcript fees from any party who has contracted with the official court reporter for transcript services.

**REPRESENTATIVE DUTIES**

- Performs court reporting services for any judicial proceeding as may be required, recording and transcribing verbatim testimony of courtroom proceedings and reading back any or all portions.
- As requested or ordered, provides transcripts within the time frames and cost requirements of the Judicial Conference. Responsible for determining that billings and formats comply with the Judicial Conference requirements.
- Maintains accurate, legible records which are subject to audits. Completes record-keeping forms, documenting information contained in reports, and maintains and safeguards records until their disposition, according to statutory requirements and Judicial Conference policy.

## **QUALIFICATIONS**

Must have at least four years of prime court reporting experience in a court, or in the freelance field of service, or a combination thereof, and have qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Proficient provision of Realtime reporting required. Knowledge of and experience in Computer Aided Transcription (CAT) is required. Must possess and provide all necessary personal equipment and software, including telephone and internet service, computer, printer and supplies. Merit certification (RMR) and/or Realtime certification (CRR) strongly preferred.

The ideal candidate is a self-directed, highly organized individual who maintains a professional demeanor and appearance at all times; is responsible and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of individuals; possesses excellent communication skills; is able to produce transcripts within strict time limitations; and understands the importance of confidentiality.

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

## **APPLICATION PROCEDURE**

Qualified persons should submit a letter of interest, a detailed resume, copies of professional certificates, and contact information for three professional references to: Human Resources #2017-08, U.S. District Court, 210 Franklin Rd, Rm 540, Roanoke, VA 24011, or via email to: [careers@vawd.uscourts.gov](mailto:careers@vawd.uscourts.gov), or via fax to: 540-857-5141. Applications received by close of business Friday, August 18, 2017, will receive first consideration.

Incomplete submissions will not be considered. Due to the anticipated high volume of submissions expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The United States District Court is an Equal Opportunity Employer.