



# CAREER OPPORTUNITY

with the

## United States District Court Northern District of Georgia



### OFFICIAL COURT REPORTER

Level 1-4

Vacancy Announcement # 26-12

Salary Range: **\$100,942 – \$116,083**

Salary placement depends upon qualifications.

Opening Date: **January 23, 2026**

Closing Date: **Open until filled.**

Priority to applications received by February 2, 2026.

**This position is in the federal judiciary, not the executive branch, and therefore is not subject to the executive orders and DOGE mandates that apply only to the executive branch.**

### OVERVIEW:

The U.S. District Court for the Northern District of Georgia has an opening for an official court reporter in the exciting and growing city of Atlanta, GA. Travel to other locations within the district may be required on

occasion. Official court reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this court.

### BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service.
- Eleven paid holidays during the year.
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking, reimbursement).
- Available group life insurance.
- Telework (for qualified employees).
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

### REPRESENTATIVE DUTIES:

The official court reporter is responsible for reporting verbatim testimony of court proceedings as specified by statute, rule, or order. The position requires the ability to read back any or all of the court record, to work well under pressure, and to timely produce transcripts of court proceedings consistent with the fee schedule of the Judicial Conference of the United States and the Court Reporter Management Plan.

### MANDATORY QUALIFICATIONS:

- (1) At least one year of prime court reporting experience as a freelance or in-court reporter (or a combination of the two);
- (2) Qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination; and
- (3) Skilled in the use of Computer Aided Transcription (CAT) equipment.

### PREFERRED QUALIFICATIONS:

Preference will be given to Registered Merit Reporters (RMR), Certified Realtime Reporters (CRR), and those with an equivalent certification. Salary is commensurate with skills certifications as outlined below.

## **SALARY:**

The appointee shall receive the salary for court reporters set by the Judicial Conference of the United States, plus authorized transcript fees.

CR Level 1 Starting Salary	\$100,942 per annum
CR Level 2 Merit Certification	\$105,989 per annum
CR Level 3 Realtime Certification	\$111,036 per annum
CR Level 4 Merit and Realtime Certification	\$116,083 per annum

## **TOUR OF DUTY:**

The tour of duty is 8 hours per day, 8:30 a.m. to 5:15 p.m., except as otherwise directed. Official court reporters are subject to the policies and procedures of the Judicial Conference of the United States and the Northern District of Georgia.

### **HOW TO APPLY**

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience.
- 3) Chronological resume including education, employment, and salary history.

Submit your completed package as a single PDF electronically to:  
[HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov)

or via mail to:

**United States District Court  
Attn: Human Resources Manager,  
Vacancy #26-12  
75 Ted Turner Drive, SW  
Room 2013  
Atlanta, GA 30303-3338**

All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

## **NOTICE TO APPLICANTS:**

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the clerk’s office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a criminal background check and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for Court employees. Applicants must be United States citizens or eligible to work in the United States. The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. 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 an individual’s date of hire.

**ABOUT ATLANTA:** Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**

