



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

**DANIEL J. MCCOY**  
Clerk of Court

**Alexandria Division**  
515 Murray St.  
Suite 105  
Alexandria, La 71301

**Lafayette Division**  
800 Lafayette St.  
Suite 2100  
Lafayette, La 70501

**Lake Charles Division**  
611 Broad St.  
Suite 188  
Lake Charles, La 70601

**Monroe Division**  
201 Jackson St.  
Suite 215  
Monroe, La 71201

**Shreveport Division**  
300 Fannin St.  
Suite 1167  
Shreveport, La 71101

**Website:**  
[www.lawd.uscourts.gov](http://www.lawd.uscourts.gov)

Position:	Official Court Reporter
Vacancy Number:	24-WDLA-02
Classification Level:	CR 1-4 (see chart on the following page)
Salary Range:	\$92,739 - \$106,650 (starting salary depending on experience & qualifications)
Duty Station:	Lafayette, Louisiana
Opening Date:	June 17, 2024
Closing Date:	Open until filled

The United States District Court for the Western District of Louisiana is a public service-oriented 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. The duty station for this position will be in the Lafayette Division.

### POSITION OVERVIEW:

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.

### REPRESENTATIVE DUTIES:

- Attending and recording verbatim reporting of proceedings held before the judicial officers and for the transcription of those proceedings upon request. Must be able 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 realtime 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. Delivering and/or mailing prepared official transcripts. Certifying and filing with the Clerk of Court original records and a copy of transcripts prepared. Maintain accurate and legible records which are subject to audits. Preparation and filing of all reports required by the Administrative Office.
- Responding 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 all other duties as assigned.

### QUALIFICATIONS:

**Required Minimum Qualifications:** The position requires at least one year of prime stenographic court reporting experience in the freelance field, in a court environment, or a combination thereof. A court reporter shall further have qualified by testing and be listed on the registry of professional reporters of the National Court Reporters Association (NCRA) **OR** passed an equivalent qualifying examination. National Court Reporters Association Certified Realtime Reporter/United States Court Reporters Association Realtime Reporter and Registered Merit Reporter certifications preferred. **Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.**

**Specialized Experience: Court Reporters are grouped for salary purposes as follows:**

Level	Certification requirement
1	Starting salary (\$92,739)
2	Starting salary plus 5% - requires merit certification (\$97,375)
3	Starting salary plus 10% - requires real-time certification (\$102,013)
4	Starting salary plus 15% - requires real-time certification and merit certification (\$106,650)

### REQUIRED CLEARANCES:

This position is classified as a sensitive position; therefore, the successful candidate will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Employment will be contingent upon a favorable response from this investigation.

### HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following *combined* into a **SINGLE pdf** document:

- (1) letter of interest
- (2) current resume
- (3) list of three professional references with current contact information
- (4) completed and signed "AO 78, Application for Federal Judicial Branch Employment"  
(form can be obtained at <http://www.uscourts.gov/forms/AO078.pdf> )
- (5) copies of all certifications received

Application packages must be emailed to: Charlotte\_Deville@lawd.uscourts.gov and will not be considered complete unless **all** items have been received. Incomplete application packets will disqualify an applicant from further consideration. Receipt will be acknowledged via return email. This position is open until filled.

**ADDITIONAL INFORMATION:**

A generous federal benefits package is offered. See the attached total compensation illustration. For more detailed information about federal court benefits, go to: <https://www.uscourts.gov/careers/benefits>.

Applicants must be U.S. Citizens or eligible to work in the United States.

Applicants selected for interviews may be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

The incumbent will be subject to a six-month probationary period.

All employees of the court are “excepted service” appointments. Excepted service appointments are “at will” and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.