



United States District Court

District of Delaware

Vacancy Announcement 25-6

Position Title: Official Court Reporter

Duty Station: Wilmington, Delaware

Salary: \$104,141- \$119,762

Opening Date: September 23, 2025

Closing Date: Open Until Filled

Position Overview

The District Court for the District of Delaware is seeking qualified applicants for the position of a full-time, permanent Official Court Reporter. The position is located in the United States District Court in Wilmington, Delaware.

Representative Duties

- An Official Court Reporter will be assigned to cover court proceedings as assigned to district and magistrate judges.
- Attending and recording verbatim all proceedings as directed by the court; reading back all or any portion of the court record; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying the filing with the Clerk of Court original records and a copy of transcripts prepared.
- Incumbents will provide transcripts within the time and cost limitations set by the Judicial Conference; and will concurrently electronically file with the Clerk of Court a copy of all transcripts prepared.
- Must work well under pressure, including extended court and transcription production hours within strict time limitations.
- Work as part of a team of reporters for the judges of the District Court for the District of Delaware.
- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Official Court Reporters must comply with the provisions of the Court Reporting Management Plan.
- Other duties as assigned.

Minimum Qualifications

Only applicants meeting the following qualifications will be considered:

- Four (4) years of prime stenographic court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g. depositions, adversary proceedings, before a presiding official, grand jury proceedings);
- Successful completion of the Registered Professional Reporter (RPR) exam of the National Court Reporters Association (NCRA) or United States Court Reporters Association (USCRA);
- Realtime certification is preferred; special consideration will be extended to Registered Professional Reporters and reporters who possess a Certificate of Merit from the NCRA or USCRA;
- Skilled in the use of computer-aided transcription equipment (CAT);
- Possess and provide all necessary personal equipment and software including up-to-date software and hardware used to produce Realtime transcripts in the courtroom.

Salary and Minimum Qualifications

- **Salary Pay Rate Level 1 (\$104,141):** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of four (4) years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or United States Court Reporters Association (USCRA) exam.

For pay levels above Level 1, the candidate must meet the qualification in Level 1 and the following:

- **Salary Pay Rate Level 2 (\$109,349):** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of four (4) years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or USCRA and must possess a **Registered Merit Reporter Certificate from the NCRA or USCRA**.
- **Salary Pay Rate Level 3 (\$114,556):** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of four (4) years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or USCRA, and must have successfully completed the **Certified Realtime Reporter exam offered by the NCRA or USCRA, or an equivalent exam**.
- **Salary Pay Rate Level 4 (\$119,762):** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of four (4) years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or USCRA or passed an equivalent qualifying exam, and must **(1) possess a Registered Merit**

Reporter Certificate from the NCRA or USCRA, or successfully passed an equivalent exam and (2) have successfully completed the Certified Realtime Reporter exam offered by the NCRA or USCRA, or an equivalent exam.

Benefits

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Eleven paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FEGLI)
- Flexible Benefits Program
- Employee Assistance Programs
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period. In addition, Delaware Court Reporters are not covered under the Leave Act.

Information for Applicants

Consideration will only be given to those who provide the required application documents in PDF format. The required application documents include the following: cover letter, **resume WITH APPLICABLE CERTIFICATE(S) ATTACHED (Realtime Certificate/Merit Certificate)**, three business references, and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=25-6>

Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

Newly appointed Official Court Reporters must serve a six (6) month probationary period.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Official Court Reporter is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-6170**