

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** January 4, 2024  
**POSITION:** Court Reporter  
[Multiple positions may be filled from this announcement](#)  
**LOCATION:** 500 Pearl Street, New York, NY  
**CLASS LEVEL:** CR Level 1 - CR Level 5  
**SALARY:** \$108,949-\$130,739  
[\(Depending on qualifications\)](#)  
**CLOSING DATE:** Open Until Filled  
**VACANCY NO:** 24-02

**DUTIES AND RESPONSIBILITIES:** An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires verbatim reporting of courtroom proceedings, reading back from stenographic notes, transcription via Eclipse software and maintaining accurate and legible records which are subject to audit. The court reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. This Court has a high volume of daily and immediate copy work.

**REQUIRED QUALIFICATIONS:** At least four (4) years of prime stenographic CAT court reporting experience in the freelance field, in other courts, or a combination thereof is required, along with the Registered Professional Reporter (RPR) certification. Certified Realtime Reporter (CRR) and Registered Merit reporter (RMR) certifications are strongly preferred.

**APPLICATION PROCEDURE:** To be considered for this position, submit, in one PDF document, a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relates to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing the application. Resumes without the cover letter addressing the qualifications will not be considered.

Only applications submitted via e-mail will be accepted. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered.

Please submit your application, consisting of one PDF document containing a resume and cover letter to:  
[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

**MISCELLANEOUS:** Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All new hires are subject to the Court's policy on COVID-19 vaccination and testing. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. The successful candidate for this position is subject to a background check.

Judicial employees are required to adhere to the Court's code of conduct, available for public review on the USCourts.gov website: [https://www.uscourts.gov/rules\\_policies/judiciary-policies](https://www.uscourts.gov/rules_policies/judiciary-policies)

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. District Court for the Southern District of New York reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

**[The United States District Court is an Equal Opportunity Employer](#)**