



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse
901 19th Street
Denver, CO 80294
www.cod.uscourts.gov

Official Court Reporter

Vacancy Announcement #: 2025-09-USDC

POSITION:	Official Court Reporter (Realtime Certified)
POSITION TYPE:	Full-Time Permanent (Mon – Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	CR Level 3-4** (\$115,915 – \$121,183) (Starting salary depends on qualifications and experience) <i>**Level 5 is only applicable to current Federal Judiciary Court Reporters hired before 10/11/2009, who are currently at Level 5 and who would transfer to the District of Colorado without a break in service.</i>
OPEN DATE:	Friday March 7, 2025
CLOSING DATE:	Open until filled; preference given to those that apply by March 31, 2025
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

The court reserves the right to cancel and/or modify this vacancy announcement as needed.

Do things like teamwork, service and being part of something bigger than yourself mean something to you? If so, the U.S. District Court might be the right place for you. We are funded by people just like you and me: the U.S. taxpayers; so, we can't offer you private sector pay and perks. But we can offer you steady pay, a work-life balance, great health/dental/vision benefits, 11 paid holidays off, one of the best 401(k) plans around with a 5% match, a genuine defined pension, tuition reimbursement, a generous telework policy and a free annual public transportation pass. If that's not enough, you will be part of providing equal access to justice for all.

We are a part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies such as remote work and performance management. We value our employees' individualism and continue to strive towards a diverse, equitable and inclusive workplace.

The Clerk's Office of the United States District Court for the District of Colorado is accepting applications for an Official Court Reporter. An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The Official Court Reporter is assigned to a team of court reporters serving the judges of the District of Colorado, though this position will primarily serve United States District Judge Gordon P. Gallagher who is stationed in Grand Junction. Therefore, the successful applicant should expect some travel to Grand Junction and have substantial experience in providing remote court reporting services. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production and earnings. Realtime certification is required.

REPRESENTATIVE DUTIES

- Attend and record verbatim court sessions or other proceedings as specified by statute, rule, or court order, including both civil and criminal proceedings;
- Transcribe proceedings requested by the judicial officer or by a party in accordance with deadlines and fee limitations set by the [Judicial Conference](#);
- Concurrent with delivery to the requestor, electronically file with the Clerk of Court a copy of all transcripts prepared;

- Promptly certify and file all original shorthand notes or other records made of court sessions or other proceedings with the Clerk of Court in accordance with national requirements and the district's [Court Reporter Management Plan](#);
- Provide transcripts and/or Realtime feed to the judicial officer upon request and without charge;
- Perform administrative duties as required by statute, rule, order, national/local policies, including, but not limited to: transcript billing, financial and other record keeping, completing national and locally required reports and responding to official correspondence and telephone calls;
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- One year of prime court reporting experience in a court or in the freelance field of service or a combination thereof.
- Level 3: Successful completion of a certified Realtime examination by the National Court Reporters Association (NCRA) or equivalent exam.
- Level 4: Successful completion of a certified Realtime examination by the National Court Reporters Association (NCRA) or equivalent exam AND merit certification.
- Level 5: Only available to current Official Court Reporters within the Judiciary that were hired prior to 10/11/2009 and are currently a Level 5. Transfer to the District of Colorado without a break in service is required to maintain Level 5 status.
- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.

BENEFITS

A generous benefits package is available and includes the following: 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, flexible spending programs, which include health, dependent care, and parking reimbursement. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. See the complete list of benefits on our employment [website](#).

ADDITIONAL INFORMATION

Employees must adhere to a [Code of Conduct](#). Employees are considered at-will and are not covered by federal civil service classifications or regulations. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, FBI fingerprint and background checks. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Documentation of successful completion of a certified Realtime examination by NCRA or equivalent exam and, if applicable, documentation of registered merit reporter certificate from NCRA or equivalent exam.

Candidates are *not required* to complete questions 18-20 on form AO-78 regarding criminal history. Your application packet must be submitted **as a single pdf document** by email to: cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2025-09-USDC" in the subject line of the email. Incomplete applications may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER