

**UNITED STATES DISTRICT  
COURT FOR THE  
DISTRICT OF WYOMING**



**Announcement No.:** 2025-02

**Position Location:** Casper, WY

**Position Information:**

*Full-time, permanent, Excepted Service*

**Area of Consideration:**

*Open to all qualified sources*

**Open Date:** May 12, 2025

**Closing Date:** Open until filled.

*Preference will be given to applications received by May 30, 2025*

**Our Mission:**

*Employees representing the U.S. District Court for the District of Wyoming are committed to the impartial administration of justice. Driven by respect, integrity, and a dedication to excellence, we are here to serve the Public, Bar, and Court in a manner that will instill trust and confidence in the Judiciary. We endeavor to support a just and timely resolution of matters brought before the Court.*



**JOB OPPORTUNITY**

**Position Title:** Official Court Reporter

**Salary Range:** \$94,510 - \$108,686

Level 1: Starting salary \$94,510 (Minimum qualifications)

Level 2: Starting salary plus 5% (Requires merit certification)

Level 3: Starting salary plus 10% (Requires realtime certification)

Level 4: Starting salary plus 15% (Requires realtime & merit certification)

\*Merit Certification: Registered merit reporter certificate from the National Court Reporters Association (NCRA).

\*Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam.

**How to Apply:**

Qualified individuals for this “at will” position must submit the following:

- 1) A cover letter detailing how your experience relates to the position requirements
- 2) A resume detailing all relevant experience, education and skills
- 3) Three professional references with contact information
- 4) AO-78, Federal Judicial Branch Application for Employment (download at [www.wyd.uscourts.gov/employment](http://www.wyd.uscourts.gov/employment))

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. All documents must be submitted via email (as a single PDF attachment) to: [hr@wyd.uscourts.gov](mailto:hr@wyd.uscourts.gov). Please note “**Vacancy Announcement: 2025-02**” in the subject line of the email.

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## **ABOUT US**

The United States District Court for the District of Wyoming is part of the federal judiciary, the third branch of the federal government, and is currently seeking applications for the position of full-time Official Court Reporter in Casper, Wyoming. Incumbent performs court reporting services for all judicial proceedings and produces transcripts. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts, The Court Reporter's Manual and the Court Reporter Management Plan of this court.

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## **POSITION OVERVIEW**

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or court order. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production and earnings.

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## **RESPONSIBILITIES**

The successful applicant will be responsible for the following duties:

- Attend and record court sessions verbatim by shorthand or mechanical means; read back all or any portion of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts to the Court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases unless they have been recorded by electronic sound recording and such recordings have been certified and maintained by the official court reporter in the Office of the Clerk of Court as outlined in the Court Reporter Management Plan of this court.
- Promptly certify and file all original shorthand notes and other original records of proceedings.
- Perform such 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.

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## **QUALIFICATIONS**

- Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred.
- Possess a minimum requirement of at least four years of prime court reporter experience in the freelance field or in other courts, or a combination thereof.

- Ability to accurately record 180 words per minute on literacy matter, 200 words per minute for jury charge, and 225 words per minute for testimony.
- Qualified by testing for listing in the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Certificate of Merit from the National Court Reporters Association and realtime certification preferred.
- Knowledge of and experience with computer assisted transcription (CAT). Must Possess and provide all necessary personal equipment and software.
- Self-starter, mature, highly organized; possess tact, good judgment, poise and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Ability to work well under pressure. Communicate effectively, both orally and in writing.

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## **BENEFITS**

Full-time employees of the United States District Court for the District of Wyoming are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program
- Federal Occupational Health Services Program (FOH)
- Employee Assistance Program (EAP)/Work Life Services

*For more detailed information about Federal Judiciary benefits, please visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## **CONDITIONS OF EMPLOYMENT**

- The United States District Court is not authorized to reimburse candidates for travel or moving expenses.
- U.S. citizenship is required. Positions with the U.S. Courts are excepted service appointments, or "at will." The initial appointment is provisional and contingent upon satisfactory completion of a background investigation and fingerprinting.
- Direct deposit of pay is required.
- All employees are required to adhere to a code of conduct.
- The United States District Court reserves the right to modify, withdraw, or fill the position at any time, any of which may occur without prior written or other notice.

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