

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

Position: OFFICIAL COURT REPORTER
Vacancy No: 2026-08
No. of Vacancies: 1 (Full-Time Permanent)
Location: Macon, Georgia
Opening Date: May 26, 2026
Closing Date: June 26, 2026, no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on June 26, 2026
Anticipated Start Date: September 1, 2026
Salary Grade Range: C4 Level 1 (\$95,454)
C4 Level 2 (\$100,227)
C4 Level 3 (\$104,999)
C4 Level 4 (\$109,772)
Based upon certifications and experience

The Clerk's Office is seeking a full-time Official Court Reporter in its Macon Division, which is located at the William A. Bootle Federal Building in Macon, GA.

The court reporter is part of a court reporter pooling system and travel is required throughout the district. The successful candidate will maintain normal business hours from 8:30 a.m. to 5:00 p.m.

Court Reporter records verbatim all proceedings as directed. Court Reporters are guided by and responsible for following the policies and administrative procedures contained in the Guide to Judicial Policy and the Court Reporter Management Plan for the Middle District of Georgia.

Position Overview:

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions 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;
- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing required Administrative Office reports, and responding to official correspondence and telephone calls;
- Work well under pressure and produce transcripts within strict timelines;
- Perform other duties as assigned or required to ensure the smooth and efficient operation of the Court.

The incumbent is responsible for providing and maintaining his or her own computer equipment (and necessary software) and telephone.

Typical Qualifications:

The successful candidate should be a highly organized, mature, responsible, and poised individual, who possesses tact, good judgement, initiative, and strong interpersonal skills. The successful candidate must also possess excellent communication skills and be willing to work as part of a team of reporters to meet the court's needs.

Minimum Qualifications:

Level 1: To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent and must possess at least one year of 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 passed an equivalent qualifying exam.

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

Level 2: Must possess a Registered Merit Reporter Certificate from the NCRA

Level 3: Must have successfully completed the certified realtime reporter exam offered by the NCRA or equivalent exam.

Level 4: Must (1) possess a Registered Merit Reporter Certificate from the NCRA and (2) have successfully completed the certified realtime reporter exam offered by the NCRA or equivalent exam.

Court – Preferred Skills: Federal Court Reporter or State Court Reporter experience.

Supplemental Information:

Notice to Applicants:

The United States District Court is an Equal Opportunity Employer. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years. The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position.

How to Apply:

Qualified applicants should email the required documents listed above to jobs@gamd.uscourts.gov

1. Cover Letter
2. Resume
3. Provide copies of all court reporter certificates
4. An Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>)

Employee Benefits:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Health, Life, Dental and Vision benefits
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Thrift Savings Plan (TSP) participation with up to 5% employer matching contributions;
- Optional Flexible Benefits Programs
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.