



Court Reporter

Vacancy Announcement #WI26-15

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Position Title: Court Reporter  
Position Type: Full-Time Permanent  
Location: Wichita, Kansas  
Salary Range: \$95,454 - \$109,772 Annually (CR 1-4)  
*Starting salary is commensurate with qualifications, experience, and based upon Federal Court Reporter [guidelines](#) for Court Reporters hired after October 10, 2009. Onboard Federal Court Reporters hired before October 11, 2009 may remain on their current pay scale.\**  
Open Date: March 25, 2026  
Closing Date: Open until filled

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## **POSITION OVERVIEW**

A Court Reporter performs court reporting services for any judicial proceeding as required. The position requires the ability to record and transcribe verbatim (stenotype or stenomask) testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure and to work extended court and transcription production hours within strict time limitations.

Court Reporters are employed by the court en banc and subject to a six-month probationary period in accordance with the Management Plan for Court Reporting Services for the District of Kansas.

## **REPRESENTATIVE DUTIES**

- Provide transcripts upon request of a party or by order of the Court, in compliance with Judicial Conference time frames and cost requirements
- Maintain accurate, clear, and auditable records of court proceedings
- Complete required recordkeeping forms and document information contained in reports
- Safeguard and maintain records in accordance with statutory requirements and Judicial Conference policy until final disposition
- Travel as needed to divisional offices in Topeka and Kansas City for court proceedings
- Participate in the leave system and maintain regular work hours during standard office operations

## **REQUIRED EXPERIENCE AND QUALIFICATIONS**

- Minimum of four years of prime court reporting experience in freelance services, court settings, or a combination of both
- Must have qualified for listing on the National Court Reporters Association registry of professional reporters or passed an equivalent qualifying examination
- Ability to work irregular hours as required by the Court
- Must provide and maintain personally owned court reporting equipment

## PREFERRED QUALIFICATIONS

- Realtime Certification preferred
- Merit Certification preferred
- Self-starter, mature, highly organized
- Maintain professionalism at all times
- Exhibit tact, good judgment, and poise

## SALARY LEVELS AND SPECIALIZED EXPERIENCE

Court Reporter salary levels are determined as follows. Onboard Federal Court Reporters hired before October 11, 2009, have different qualifications.

**Level 1** (\$95,454) - Starting Salary

**Level 2** (\$100,227) - Requires Merit Certification

**Level 3** (\$104,999) - Requires Realtime Certification

**Level 4** (\$109,772) - Requires Realtime Certification and Merit Certification

*\*Level 5 (\$114,546) - Applies only to current Court Reporters in the federal judiciary who were hired prior to October 11, 2009, and have ten years of service. Requires Realtime Certification, longevity, and Merit Certification.*

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

Merit Certification: Registered Merit Reporter Certificate from the NCRA.

Longevity: Ten years of service in the federal courts.

## BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System (FERS)
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, dental, vision, group life, and long-term care insurance plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

## ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview.

Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

**APPLICATION PROCEDURE:**

To apply for this position, please submit the following items in a single PDF document by email to [HR@ksd.uscourts.gov](mailto:HR@ksd.uscourts.gov) and include the "Vacancy Announcement #WI26-15" in the email subject line:

1. Cover letter explaining your interest in the position
2. Current resume
3. [Federal Judicial Branch Application for Employment](#)  
Form AO-78: separate forms available for PC and Mac users

\* Current District of Kansas employees do not need to submit the AO 78 application form.

\* You should NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

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