

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: May 8, 2026
POSITION: Court Reporter – Full Time
LOCATION: 300 Quarropas Street, White Plains
CLASS LEVEL: CR Level 1 - CR Level 5
SALARY: \$112,489 - \$134,987 annually (\$54.08 - \$64.90 per hour)
(Depending on qualifications)
CLOSING DATE: Open Until Filled
Priority will be given to applications received by May 22, 2026
VACANCY NO: 26-20

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. Reporters must work well under pressure and work as a team of reporters for the judges of the White Plains Court.

REQUIRED QUALIFICATIONS: One year of prime stenographic CAT court reporting experience in the freelance field, in other courts, or a combination thereof is required; however, four years of experience is strongly preferred. Registered Professional Reporter (RPR) certification, or passing an equivalent qualifying examination is also required. 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, cover letter, and a completed Application for Federal Employment-AO78. The Application can be downloaded from https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf. Your 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. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Only applicants selected for the next phase of this process will be contacted.

Please submit your application to: DEjobs@nysd.uscourts.gov

MISCELLANEOUS: Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. 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 at: <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-employees>

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