



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

Website: www.nywd.uscourts.gov

Position Court Reporter (Full-Time)
Vacancy 25-14
Duty Station Buffalo, New York
Salary Level 1-4 (\$98,829-\$113,653)
Plus transcript fees

Overview

Court reporters are involved in the day-to-day business of justice with the Federal Courts through supporting court program services and operations. To learn more about court reporter career opportunities in the Judiciary, [CLICK HERE](#) to view a brief video.

Representative Duties

The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portion of the court record, to work well under pressure, and to work extended court and transcription production hours within strict time limitations. At the request of a party or by order of the Court, the Official Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference of the United States. The incumbent must also comply with the Court's Court Reporter Management Plan and is prohibited from contract work outside of the Court.

Qualification Requirements

- At least one (1) year of prime court reporting experience.
- Successfully tested for listing on the registry of professional reporters of NCRA.
- Skill in the use of computer-aided transcription equipment.
- Possess and provide all necessary personal equipment and software.
- Merit and/or Realtime Certification preferred.



How to Apply

Please submit a cover letter, resumé, and AO78 Application for Judicial Branch Federal Employment ([CLICK HERE](#) for AO78) as a single PDF attachment by email to: applications@nywd.uscourts.gov subject line "Court Reporter, Reference No. 25-14." Save the documents as one PDF, using your firstname_lastname. When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are required to complete the AO78, page 5, Optional Background Information.** Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Application Deadline: Until filled

District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of eight United States District Judges, seven United States Magistrate Judges, and approximately 100 employees.

Organizational Relationship

Court reporters serve the Court *en banc*. This position is assigned to Hon. Lawrence J. Vilardo.

Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

Background Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check and a favorable suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court for the Western District of New York is an Equal Opportunity Employer.