



United States District Court for the Eastern District of Washington

VACANCY ANNOUNCEMENT 2026-5 Official Court Reporter Yakima, Washington

Make an impact in your community and build a meaningful career with the United States District Court for the Eastern District of Washington. We're looking for an experienced, team-oriented Official Court Reporter to join our team. If you enjoy working in a collaborative environment and are committed to faithfully creating the verbatim court record, providing accurate and timely transcripts, and serving the public, bench, and bar, this is an opportunity to grow your career while supporting the federal judiciary's mission of access to justice, fairness, integrity, and service.

Position: Official Court Reporter

Salary: CR Level 1 – Level 4: \$95,454 – \$109,772 (+ transcription fees)

*Depends upon qualifications and experience – based on
Table of Court Reporters Hired On or After 10/11/09 RUS*

Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m.

Location: Yakima, Washington (also supports the Spokane and Richland court locations)

Opening Date: September 23, 2026

Closing Date: Position is open until filled. Applications will be reviewed on a rolling basis, and interested candidates wishing to be considered in first round of interviews are encouraged to apply by Friday, October 16, 2026.

Position Summary - Why This Role Matters

As a Court Reporter, you'll be at the heart of federal court operations—recording the verbatim testimony of court sessions and other proceedings, producing accurate transcripts, and preserving the official court record. You will be part of a close-knit team of reporters serving the judges of the Eastern District of Washington. The position blends technical skill, precision, and teamwork in a mission-driven environment.

Primary Duties - What You'll Do

You'll play a key role in capturing and preserving the record in both civil and criminal proceedings. Daily tasks include:

Courtroom Reporting & Realtime Support

- Attend and report verbatim all testimony in civil and criminal court proceedings, and other proceedings as specified by statute, rule, or order of the court.
- Provide Realtime translation of proceedings to the judge and court staff.

Transcript Production & Billing

- Prepare transcripts at the request of a party or by order of the court.
- Deliver transcripts within required time frames and at the applicable per-page rates set by the Judicial Conference requirements.
- Ensure transcript billings and formats comply with Judicial Conference requirements.

Records Management & Compliance

- Follow the requirements of the district's Court Reporter Management Plan.
- Maintain accurate, legible records of time, attendance, transcript production, and earnings, which are subject to audit.
- Complete required record-keeping forms and reports.
- Maintain and safeguard records until their disposition according to statutory requirements and Judicial Conference policy.

Other Responsibilities

- Occasional travel between Yakima, Spokane, and Richland, and outside of the district.
- Provide and maintain all necessary personal reporting equipment and software.
- Other duties as assigned.

Qualifications and Experience - What We're Looking For

Minimum Requirements: Applicants must have:

- At least one year of prime court reporting experience in the freelance field of service or in other courts or a combination of such experiences;
- Successfully tested for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination;
- Equivalent Qualifying examinations:
 - The NCRA examination for listing on the registry of professional reporters (RPR) consists of a written knowledge section plus a skills section. The skills section requires the ability to report 180 words per minute for literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes.
 - Professional associations (other than the NCRA) and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration should be evaluated on a case-by-case basis as the requirements change from time to time.
- Be skilled in the use of computer-aided transcription (CAT) equipment; and
- Possess and provide all necessary personal equipment and software.

Ideal Skills & Traits:

- Strong interpersonal and communication skills
- Attention to detail and solid organizational abilities
- Professionalism and sound judgment
- Proficient with technology and electronic systems
- Dependability, adaptability, and a strong work ethic
- Curiosity, coachability, and openness to feedback

Preferred (but not required):

- Merit certification: Registered Merit Reporter (RMR) certification from NCRA, or successful completion of an equivalent examination that meets or exceeds RMR standards.
- Realtime certification: Certified Realtime Reporter (CRR) certification from the NCRA, or successful completion of an equivalent examination that meets or exceeds CRR standards.
- Federal court reporting experience is highly valued.

Benefits That Support You

Federal judiciary employees enjoy a robust benefits package, including:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax-deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Dental and vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Flex Lite Scheduling Eligibility
- Telework opportunities
- Eligibility for Public Service Loan Forgiveness (PSLF)

Working With Us – Conditions of Employment

- Must be a U.S. citizen or eligible to work in the U.S.
- Position requires adherence to the **Code of Conduct for Judicial Employees**: [Code of Conduct for Judicial Employees](#)
- This is an *excepted service* position (at-will).
- Employment is contingent on a favorable **FBI fingerprint and background check**, which may include periodic

updates.

- Employees must use direct deposit for payroll.

How to Apply

Submit **one PDF** containing:

1. A cover letter describing how your experience aligns with the role,
2. A resume detailing relevant experience, education, and skills, and
3. A completed **AO 78 (Application for Judicial Branch Federal Employment)**, available on the court's website (www.waed.uscourts.gov)

Send your complete application to: **hr@waed.uscourts.gov**
Incomplete applications may not be considered.

Applicants invited to interview must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify or withdraw this announcement at any time.

Excellence in Court Administration and Optimal Service to the Public, Court, and Bar.
We are an Equal Employment Opportunity Employer.