



**MARK B. BUSBY**  
Clerk of Court

**San Francisco Division**  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is an equity-focused employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

**Position:** Official Court Reporter (FY24-21)

**Salary Range:** \$118,149–\$135,871, plus significant outside transcript income potential

**Location:** San Francisco, San Jose or Oakland, CA

**Opening Date:** May 19, 2025

**Priority Application Date:** June 2, 2025

**Closing Date:** Open until filled

The U.S. District Court for the Northern District of California is seeking a skilled and motivated Official Court Reporter to join our team. This position may be based in San Francisco, San Jose, or Oakland. Our reporters support a fast-paced and collaborative environment, covering both in-person and remote (Zoom) proceedings across the district. As one of the busiest and most high-profile federal courts in the country, we handle a wide range of complex and groundbreaking cases. From intellectual property, biotech litigation, Silicon Valley technology, high-stakes criminal cases and civil rights matters, our court reporters are essential to the federal judiciary.

We offer a competitive salary along with full federal benefits, and new reporters are immediately included in the courts trial rotation. The position offers exceptional earning potential as well. In 2024, in-person court reporters earned between \$98,000 and \$194,000 in transcript fees alone. If you're looking to elevate your career while contributing to the work that matters, we invite you to apply today!

### POSITION OVERVIEW

Court reporters are key members of the judicial team, working closely with judges, attorneys, and fellow reporters to ensure accurate and timely transcripts of court proceedings. This dynamic role offers a blend of in-person collaboration and substantial telework flexibility. Some travel across our San Francisco, San Jose or Oakland courthouses are expected.

Being an official court reporter involves:

- Working as part of a team of reporters for the judges of the court.
- Verbatim shorthand reporting of courtroom proceedings and reading back portions of the record when required.
- Producing transcripts at a high volume, including expedited and daily transcripts.
- For certain criminal proceedings, creating audio recordings alongside shorthand notes.
- Adhering to the policies and administrative procedures outlined in the Court Reporter Management Plan, the Court Reporter Manual, and the Guide to Judiciary Policy.
- Performing administrative tasks including transcripts billing, and docketing financial tracking, responding to request, and submitting required reports to the Administrative Office.

### QUALIFICATIONS

- **Level 1** (\$118,149) must have at least one year of court reporting experience (freelance, courts or a combination); RPR (or equivalent); and excellent Realtime skills. (Those hired without Realtime certification must pass the test within two years.)

- **Level 2** (\$124,057) additionally requires Registered Merit Reporter (RMR) certification and ability to provide Realtime writing in the courtroom (must become Realtime certified within two years of hire date).
- **Level 3** (\$129,965) additionally requires Realtime certification.
- **Level 4** (\$135,871) additionally requires Realtime and RMR certification.
- **Level 5** (\$141,778) for transferring Federal Official Court Reporters appointed before October 11, 2009, with CRR or FCRR, RMR and ten years' reporting experience in the federal courts

#### **Preferred Qualifications:**

- Three or more years of court reporting experience (freelance, courts or a combination) and experience directly invoicing clients
- Experience e-filing transcripts on a court docket
- Previous federal court experience
- Realtime Certification
- Certificate of Merit from NCRA

**Physical Requirements:** Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, and (5) sit for extended periods.

#### **BENEFITS**

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits like those of other federal government employees including:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after 3 years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (with up to 5% employer matching contributions), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$325 per month), Long-Term Care Insurance, and Professional Liability Insurance
- Employee Assistance Program (EAP)/Work Life Services

For more information about federal court benefits, please visit:  
[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

#### **INFORMATION FOR APPLICANTS**

The successful candidate for this position is subject to an FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (available upon request) and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship.

We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit at 415-522-2147. Determinations on such requests will be made on a case-by-case basis.

### **APPLICATION PROCEDURE**

To apply, complete the online application at [www.governmentjobs.com/careers/uscourtsand](http://www.governmentjobs.com/careers/uscourtsand). Please be sure to fully complete your application by providing all work history from the past ten years, three professional references on your application, and upload a resume and cover letter in PDF format and attach it to your application. Only highly qualified applicants will be invited for an interview.