

## CAREER OPPORTUNITY



### UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 26-01

<b>Position:</b>	Official Court Reporter
<b>Location:</b>	Covington or London, Kentucky
<b>Salary Range:</b>	\$95,454 - \$114,339 (CR 1-4) Based on Qualifications and Judiciary Policy
<b>Closing Date:</b>	Open Until Filled Applications will be reviewed on a rolling basis.

#### Position Overview

The United States District Court for the Eastern District of Kentucky is seeking qualified applicants for the position of a full-time Official Court Reporter. Reporters are employees of the Clerk of Court and are assigned to meet the verbatim reporting needs of District Court Judges, Magistrate Judges, and visiting judges. Frequent travel to one of the five courthouses in the district (occasionally overnight) may be required to meet the needs of the Court. The position will be filled in either Covington or London, Kentucky, and reports to the Clerk of Court or designee.

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#### Representative Duties

- An Official Court Reporter is responsible for the verbatim reporting of proceedings of United States District Judges and Magistrate Judges.
- Incumbents will prepare transcripts of requested portions of proceedings for delivery to the party or judge making the request in accordance with the time and cost limitations set by the Judicial Conference and will concurrently certify and electronically file with the Clerk of Court a copy of all transcripts prepared.
- Maintain accurate and legible records that are subject to audit.
- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.

## **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 the two.
- Have experience proficiently providing Realtime reporting.
- Have knowledge of and experience with computer-aided transcription (CAT). Must provide own CAT system with Realtime capability.
- Possess and provide all necessary personal equipment and software, including up-to-date software and hardware used to provide a Realtime feed to the Court during official court proceedings.
- Be a self-starter, mature, highly organized; possess tact, good judgment, poise, and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills are required, as is the ability to communicate effectively, both orally and in writing.
- Travel will be required as needed as court is held in five locations throughout the Eastern District of Kentucky. Travel expenses are covered pursuant to guidelines of the Administrative Office of the U.S. Courts.

## **Preferred Qualifications**

- Possess Realtime certification
- Possess a Registered Merit Reporter certification
- All professional certifications must be up to date

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## **Conditions of Employment**

The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

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## **About the Eastern District of Kentucky, Covington and London**

The United States District Court for the Eastern District of Kentucky covers a broad geographic area encompassing sixty-seven urban and rural counties. The District is within a day's drive of two-thirds of the nation's population.

COVINGTON offers the opportunity to build a rewarding career in a federal court while enjoying an exceptional quality of life. Situated just minutes from downtown Cincinnati, the area provides easy access to major educational, medical, and cultural institutions while maintaining a lower cost of living, affordable housing, and manageable commutes. Covington's historic neighborhoods, walkable

downtown, riverfront parks, and vibrant dining and arts scene create a welcoming community for professionals and families alike, with all the benefits of small-city living and nearby big-city amenities.

LONDON offers an outstanding quality of life with a low cost of living, affordable housing, and short commutes, making it an attractive option for professionals seeking balance and stability. Located in southeastern Kentucky (roughly midway between Lexington, KY and Knoxville, TN, on Interstate 75). London provides convenient access to outdoor recreation in the Daniel Boone National Forest, Laurel River Lake, and nearby state parks, while still offering modern amenities, healthcare, and schools. The community is known for its welcoming atmosphere and relaxed pace of life—ideal for individuals or families looking to build a rewarding career while enjoying a close-knit, supportive environment.

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#### **Application Procedures and Additional Information**

To apply, please submit a cover letter, resume, copies of applicable certificates, and contact information for three references to: [courtreportervacancy@kyed.uscourts.gov](mailto:courtreportervacancy@kyed.uscourts.gov). Please make sure you note the location for which you are applying.

This documentation should be consolidated into a single electronic file in pdf format and attached to the email. **INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN A SINGLE PDF FILE MAY NOT BE CONSIDERED.**

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

Only applicants selected for interview will be contacted. No phone calls, please.