



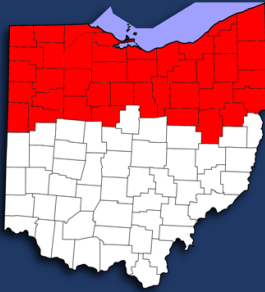
# UNITED STATES DISTRICT COURT

## Northern District of Ohio

Sara Lioi, Chief Judge | Christian M. Capece, Clerk of Court

### NOTICE OF VACANCY

801 West Superior Avenue  
Cleveland, Ohio 44113  
[www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

### HOW TO APPLY

Applicants must submit **ONE PDF** document to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov) containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- A copy of all certifications or NCRA Continuing Education "Full Transcript"
- Application for Federal Judicial Branch Employment found [HERE](#)

### OFFICIAL COURT REPORTER | VACANCY #26-21

**Duty Station:** Youngstown, Ohio      **Posted:** May 6, 2026  
**Status:** Full-time Permanent      **Reports To:** Court Reporter Supervisor  
**Salary Range:** \$99,670 - \$119,604\*

*\*Salary commensurate with certifications and previous federal court experience.*

**Closing Date:** Open Until Filled. *First consideration will be given to submissions received by May 27, 2026.*

### POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is seeking qualified applicants for the position of Official Court Reporter located in Youngstown, Ohio. Travel between divisional offices in Akron, Cleveland, and Toledo will be required based on the needs of the Court.

Court reporters perform court reporting services for any judicial proceeding as required. The position requires the ability to report verbatim testimony of courtroom proceedings, to read back all or any portions of the court record, to work well under pressure, to work extended court and transcription production hours within strict time limitations, to adhere to all requirements of the Guide to Judiciary Policy and this Court's Court Reporter Management Plan, and to work as part of a team to serve all the judges of the Court.

### SALARY RANGE

(This applies to Court Reporters hired **on or after** October 11, 2009)

- **Level 1:** \$99,670 (starting salary) plus transcript fees
- **Level 2:** \$104,653 (starting salary + 5%) plus transcript fees
  - o Requires merit certification
- **Level 3:** \$109,637 (starting salary + 10%) plus transcript fees
  - o Requires realtime certification
- **Level 4:** \$114,620 (starting salary + 15%) plus transcript fees
  - o Requires realtime certification **and** merit certification

**\*Merit Certification:** Registered merit reporter certificate from the National Court Reporters Association (NCRA).

**\*Realtime Certification:** Successful completion of a certified realtime examination by NCRA, or equivalent exam.

The U.S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

## JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Telework Opportunities
- Pretax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k)-styled program with up to 5% match
- Fitness Center

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

## SALARY RANGE CONTINUED

(This applies to Court Reporters hired **before** October 11, 2009)

- **Level 5:** \$119,604 (starting salary + 20%) plus transcript fees
  - o Requires realtime certification, and longevity, **and** merit certification

**\*Longevity:** Ten years of service in the federal courts.

**\*Merit Certification:** Registered merit reporter certificate from the National Court Reporters Association (NCRA).

**\*Realtime Certification:** Successful completion of a certified realtime examination by NCRA or equivalent exam.

## QUALIFICATIONS

### Qualifications (Must be met at the time of application)

- Applicants must have at least four (4) years of prime court reporting experience in the freelance field or in other courts, or a combination of the two.
- Must have obtained by testing the Registered Professional Reporter (RPR) of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination.
- Realtime certification is a requirement for employment as a court reporter in the Northern District of Ohio unless the pool of candidates is too limited by this requirement, under which circumstances an exception may be considered by the Court, pursuant to Administrative Order No. 99-14.

## PREFERRED QUALIFICATIONS

Preference may be given to applicants who possess a Registered Merit Reporter certification and/or a Registered Diplomate Reporter certification from NCRA.

## OTHER

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.