



UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT  
NO. 2024-13

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**Position Title:** COURT REPORTER

**Terms of Employment:** Full-time, Excepted Service

**Classification Level:** Court Reporter Levels I-IV: \$105,289 - \$121,083\*  
plus, transcript fees  
Starting salary based on qualifications and experience  
Table HI – Hawaii  
*\*Salary noted above based on 2024 pay tables and includes an 8.9% non-taxable Hawaii Cost of Living Adjustment (COLA), which is subject to change annually.*

**Position Location:** United States District Court  
300 Ala Moana Boulevard, Room C-338  
Honolulu, HI 96850

**Closing Date:** Position open until filled

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The United States District Court for the District of Hawaii is seeking qualified applicants for the position of a full-time Official Court Reporter. Court reporters are employed en banc (and not by a particular judge).

**DUTIES AND RESPONSIBILITIES:**

Official Court Reporters' essential duties are to attend and record verbatim by shorthand or other approved means, court sessions or other proceedings specified by statute, rule, or order of court; transcribe promptly and accurately proceedings requested by interested parties or as the court may direct; transcribe or provide an electronic sound recording to the court of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases; promptly certify and file all original transcripts and shorthand notes with the Clerk of Court, and perform other administrative duties as required. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Official Court Reporters are employed by and serve at the pleasure of the Court. Official Court Reporters must be able to work well under pressure, produce transcripts within strict time limitations, and work as part of a team of reporters serving the Court. The position may require occasional travel.

**MINIMUM QUALIFICATIONS** – At least one year of prime court reporting experience in other courts, the freelance sector, or a combination thereof; possession of computer-aided transcription software capable of interfacing with the Bridge access software utilized by the Court; possession of all necessary personal equipment and software; qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination; and proficiency in computer-aided transcription. The successful candidate will possess a Certified Realtime Reporter (CRR)

certification from NCRA, or equivalent certification by examination, or attainment of a CRR within one year of employment with the District of Hawaii.

**PREFERRED QUALIFICATIONS** - U.S. District Court reporting experience. Ability to report people of varied ethnic backgrounds and with limited English-speaking ability.

**SALARY RANGE** - Four increment levels are authorized for merit and realtime certification. Starting salary level is commensurate with qualifications. Each salary level includes 21.79% Locality Pay and 8.9% non-taxable Cost of Living Allowance (COLA) for Hawaii for 2024. The Locality Pay and COLA rates are subject to change annually. Court reporters are granted the same annual Employment Cost Index (ECI) salary increase granted to other federal judiciary employees in Hawaii. In addition to salary, court reporters are entitled to be paid the maximum transcript fees allowable by the Judicial Conference of the United States.

Level I (\$105,289) starting salary (minimum qualifications).

Level II (\$110,553) requires Merit Certification.

Level III (\$115,818) requires Realtime Certification.

Level IV (\$121,083) 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.

#### **CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidates will be provisionally hired subject to successful completion of a background investigation by law enforcement agencies, which includes an FBI fingerprint check.

Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

#### **TOTAL REWARDS & WORK-LIFE BALANCE:**

Time off: 13 days of paid vacation the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 14 paid holidays (including both federal and local holidays).

Federal Pension and employer-matching Thrift Savings Plan (similar to a 401K).

Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.

Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit and parking subsidy, reasonable work hours, potential for occasional telework, onsite cafeteria and gym.

See the United States Courts website for an overview of [Federal Judiciary benefits](#).

**APPLICATION PROCESS:**

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following combined into a **single pdf** document:

- (1) letter of interest;
- (2) current resume;
- (3) list of three professional references with current contact information; and
- (4) completed and signed AO 78, Application for Federal Judicial Branch Employment, dated 3/24 (fillable form can be found under FORMS and “Miscellaneous”, at [www.hid.uscourts.gov](http://www.hid.uscourts.gov)).

Applicant packets must be emailed to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov) with the subject line, “**VA 2024-13, Court Reporter, (your name)**”

Packets will not be considered complete unless **all** items have been received by Human Resources. The court will only communicate with those qualified applicants who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview and relocation expenses are not eligible to be reimbursed.

The U.S. District Court for the District of Hawaii reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

Equal Focused Employer. 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. The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at 808-541-1441. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

*We value diversity, are committed to equity and inclusion, and support a workplace in which everyone is treated with dignity and respect.*