



**UNITED STATES DISTRICT COURT
DISTRICT OF MAINE**

Career Opportunity

Position: Official Court Reporter – Full or Part-Time
(If part-time, salary listed will be pro-rated based on the number of hours worked.)

Vacancy No.: MED-2026-01

Salary Range: Level 1-4
Salary is commensurate with work experience and certification requirements as governed by the Administrative Office of the U.S. Courts
CR Level 1: \$95,454*
CR Level 2: \$100,227* (Merit Certification Required);
CR Level 3: \$104,999* (Realtime Certification Required);
CR Level 4: \$109,772* (Both Realtime Certification and Merit Certification Required)

*Plus, authorized transcript fees

Location: Bangor, Maine

Posting Period: January 22, 2026 - Open Until Filled.

Interviews may be scheduled on a rolling basis.

POSITION SUMMARY

The United States District Court for the District of Maine is seeking qualified applicants for Official Court Reporter. Official Court Reporters are responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. Official Court Reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court

REPRESENTATIVE DUTIES:

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties. Fees for transcripts sold to private parties are established by Judicial Conference and are retained by the Official Court Reporter.
- Provide transcripts and/or Realtime feed to the court upon request, without charge.
- Perform such 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.
- Maintain and safeguard records until they are disposed of according to statutory requirement and Judicial Conference policy.
- Adhere to requirements of *The Guide to Judiciary Policy*, Volume VI, as well as the court's local Court Reporter Management Plan.
- Provide and maintain own court compatible equipment and supplies necessary to produce Realtime computer-aided transcription, including all necessary software, paper, and electronic storage media.
- Perform other duties as assigned.

COURT REPORTER QUALIFICATIONS:

Applicant must possess at least one year of court reporting experience in the freelance field of service or in other courts or a combination thereof and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Realtime certification is highly desirable.

Applicant also must possess excellent organizational skills to permit the production of transcripts within strict time limitations, work well under pressure, and be willing to work as part of a team of reporters under the direction of the Clerk of Court in fulfilling the needs of all judicial officers of the court. Applicant must possess excellent communication skills, tact, judgment, poise, and initiative, and always maintain a professional appearance and demeanor.

COURT PREFERRED SKILLS:

Realtime Certification

BENEFITS:

The United States District Court offers a generous benefits package to permanent employees, which includes:

- 11 Paid Federal Holidays
- Paid Vacation (part-time pro-rated based on hours worked)
- Paid Sick Leave (part-time pro-rated based on hours work)
- Medical Insurance (part-time premium pro-rated based on hours worked)
- Optional – Dental and Vision Coverage
- Optional - Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE) (premium pro-rated based on hours worked)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Time in service as employees of other federal agencies, as well as those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be required to submit fingerprints for an FBI background check as a condition of employment. Job offers are conditional upon the results of a criminal history inquiry.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

APPLICATION PROCEDURE:

To be considered for this position, all applicants must submit:

- Resume (including full educational summary, and employment history);
- Cover Letter indicating interest in full or part-time employment;
- Contact list of three professional references; and
- AO78 - [Judicial Employment Application](#)

EMAIL: Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with “Court Reporter” in the subject line.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

The U. S. District Court is an Equal Opportunity Employer.

TAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY***

SAMPLE BASED ON FULL-TIME STATUS

POSITION: Court Reporter, Full-time

LOCATION: Bangor, Maine

STARTING LEVEL: CR 1 – 4

SALARY: \$100,227 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

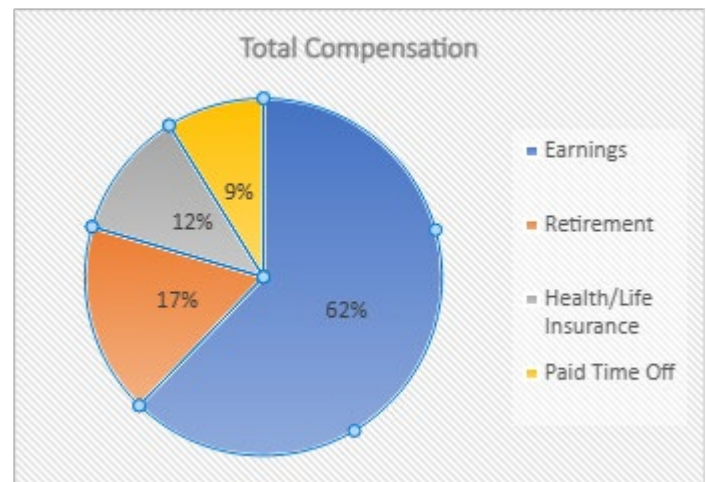
ANNUAL SALARY \$95,454

Retirement Benefits \$26,536.21

Health/Life Insurance \$18,680.48

Paid Time Off \$13,583.84

TOTAL EMPLOYER CONTRIBUTIONS \$58,800.53



Employer contributions represent 38.12 % of total compensation

TOTAL COMPENSATION \$154,254.53

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY25, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

❖ Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i> |
| | <i>3 – 15 years = 160 hours/year</i> |
| | <i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities: *occasional Telework, flexible workschedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Paid Parking
- ❖ Employee Assistance Program (EAP)