



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

Human Resources Office  
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[HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov)

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY**

**Court Reporter**

**REVISED Vacancy Announcement #2026-04**

**ANNOUNCEMENT DATE:** February 6, 2026 (Revised March 12, 2026)

**CLOSING DATE:** Open until Filled

**POSITION:** Court Reporter, Full-time

**STARTING LEVEL/SALARY:** CR Level 3-CR Level 5 (\$114,471-\$124,879) - Depends on qualifications

**AREA OF CONSIDERATION:** Internal and External

**LOCATION:** St. Paul, MN

**PREFERRED START DATE:** April 2026

**POSITION OVERVIEW**

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Court Reporter to office in St. Paul, Minnesota with travel to Minneapolis, Duluth, Fergus Falls, and Bemidji as required.

The primary focus of the Court Reporter is to provide court reporting services to the Court. In general, Court Reporters receive a primary assignment to cover the needs of one judge (in this instance, District Judge Jerry W. Blackwell), though the Court Reporter serves the Court en banc, and can be called upon to cover court reporting of proceedings held before the Court, and for the transcription of those proceedings upon request.

**REPRESENTATIVE DUTIES**

- Attend and record verbatim proceedings held before United States District and Magistrate Judges and transcribe those proceedings upon request. Provide realtime transcription to judges and chamber staff at all proceedings.
- Read back the court record as required.
- Create audio recordings of pleas, arraignments and proceedings in connection with the sentencing of criminal defendants.
- Transcribe digital audio recordings.



- Upload audio recordings, transcripts, reports and other documents.
- Work as part of a team of reporters for the judges of the court.
- Adhere to all requirements of the Court Reporter Management Plan for the District and the Guide to Judiciary Policy.
- Perform administrative duties as assigned.
- Requires occasional travel within the district, as needed.

### **MINIMUM QUALIFICATIONS**

- Must possess at least four years of prime court reporting experience in a court, the freelance field, captioning, or a combination thereof.
- Degree from an accredited Court Reporting School or Program.
- Have passed the Certified Realtime Reporter (CRR) examination or equivalent qualifying examination.
- The successful candidate must possess excellent organizational skills and communication 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 court reporters under the direction of the Clerk of Court in fulfilling the needs of all judicial officers of the court. The candidate must possess tact, judgment, poise, initiative, and maintain a professional appearance and demeanor at all times.

### **PREFERRED QUALIFICATIONS**

- Special consideration will be extended to reporters who hold a Registered Merit Reporter (RMR) certification.
- Prior judiciary experience is strongly preferred.
- Case Catalyst software strongly preferred. Transitioning to Case Catalyst will be required within 6 months of hire in order to coordinate with other Court Reporters on staff.
- Strong written and verbal communication skills are required. Strong organizational skills and the ability to prioritize a large volume of work are required.

### **CLASSIFICATION LEVEL**

- Level 3 - must have a Certified Realtime Reporter (CRR) certification from the National Court Reporters Association or equivalent certification. (\$114,471)
- Level 4 - must have a Registered Merit Reporter (RMR) certification AND Certified Realtime Reporter (FCRR or CRR) certification. (\$119,674)
- Level 5 –must be a Certified Realtime Reporter (CRR); AND have ten (10) years of reporting experience in the federal courts; AND be a Registered Merit Reporter (RMR). Level 5 is only applicable to current Official Court Reporters within the Judiciary hired before October 11, 2009, are currently at Level 5, and would transfer without a break in service. (\$124,879)



### **ENVIRONMENTAL DEMANDS**

- 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.
- Some travel will be required.

### **OTHER REQUIREMENTS**

The successful candidate will be required to maintain personal equipment and ensure it is compatible with court equipment. Official Court Reporters are responsible for purchasing office supplies; equipment including steno machines; computer hardware and software; postage and delivery charges. Official Court Reporters must provide wiring and data communications connections needed to provide Realtime services to parties requesting Realtime services.

### **APPLICATION INFORMATION**

To apply, email the PDF documents to [hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov) and add “2026-04 Court Reporter position” in the email subject line.

#### **Include the following in PDF format:**

- Application for Employment (AO78) found here: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume;
- Cover letter; and
- Name and contact information for three (3) professional references.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).



This position is subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

#### **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- An opportunity to continue health benefit coverage into retirement after five continuous years of service and health benefit coverage (if you meet all requirements). [Office of Personnel Management Website](#)
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

Learn more about working for the Federal Judiciary by visiting the U.S. Courts website:  
<https://www.uscourts.gov/careers/who-works-judiciary/court-administration-and-services-careers>

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