



United States Courts District of Montana

Vacancy Announcement 01D:2026

Position Title:	Official Court Reporter
Duty Station:	Missoula, Montana
Starting Grade/Salary*:	Court Reporter Salary Plan, Levels 1-4 \$95,454-\$109,772 (plus transcript fees)
Status:	Full time
Announcement Date:	January 9, 2026
Application Deadline:	Open until filled, preference given to applications received by January 23, 2026

The District of Montana is seeking to hire a court reporter based in Missoula, Montana. The District of Montana has funding for this position through December 2027. It is anticipated that the position may extend beyond December 2027 depending on workload; however, funding beyond December 31, 2027, cannot be guaranteed. Starting salary and pay level will be based on qualifications and certifications. Preference will be given to those reporters who have successfully completed a certified Realtime examination from NCRA or USCRA. The position is in-person, and some travel will be required.

Representative Duties:

Court reporters perform court reporting services for any judicial proceeding as required. Court reporters must possess the knowledge, skill, and ability to produce accurate, simultaneous translation utilizing computer-aided transcription equipment. The position requires the ability to report verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to audits. At the request of a party or the Court, the court reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. Court reporters are responsible for determining that billing and formats comply with Judicial Conference requirements. Court reporters must be able to read back all portions of the court record upon request, work well under pressure, work extended hours to meet court needs and/or meet deadlines on transcription orders, and work as part of a team of reporters for the judicial officers of the District of Montana.

Court reporters report directly to the Director of Operations. Court reporters must adhere to the requirements of the Judicial Conference of the United States; the Court Reporter Act, 28 U.S.C. § 753; and the District of Montana's Court Reporter Management Plan. This position involves completing record-keeping forms, documenting the information contained in reports,

as well as maintaining and safeguarding records until their disposition according to the statutory requirement and Judicial Conference Policy. Court reporters serve en banc, with primary duty stations, and travel to other duty stations as required. Refer to the District of Montana website [HERE](#) for links to the Court Reporter Management Plan, the Court Reporter Act, the Guide to Judiciary Policy and the transcript fee schedule.

Qualification Requirements:

In order to receive consideration applicants must have the following qualifications:

- Minimum of one year of prime court reporting experience in the freelance field of service or in other courts, or a combination thereof.
- Successful completion of the Registered Professional Reporter (RPR) exam from the National Court Reporter Association (NCRA).
- Must be skilled in the use of computer-aided transcription equipment.
- Official court reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.
- Must have strong interpersonal skills, strong reporting skills, strong administrative management skills, poise, tact, good judgment, initiative, ability to work harmoniously with others, effective oral and written communication skills, and a commitment to public service.
- Preferred qualification: successful completion of a certified Realtime examination from NCRA or USCRA.

Salary Levels and Specialized Experience:

Court reporter salary levels are based on hire date, years of service, and certifications as outlined below.

*Court reporters hired by the Judiciary **AFTER** October 11, 2009:*

Level 1 (\$95,454) – Must possess at least one year of prime court reporting experience in the freelance field of service or in other courts or a combination of such experience; and must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination).

Level 2 (\$100,227) – Must possess level 1 experience; **AND** must be a NCRA Registered Merit Reporter (RMR).

Level 3 (\$104,999) - Must possess level 1 experience; **AND** must be a NCRA Certified Realtime Reporter (CRR). NCRA certification may be substituted with equivalent certification as defined by the United States Courts

Level 4 (\$109,772) - Must possess level 1 experience; **AND** must be a NCRA Certified Realtime Reporter (CRR) or equivalent as defined by the United States Courts **AND** a Registered Merit Reporter (RMR).

The court reporter's base salary may be supplemented through the collection of fees from the sale of transcripts.

Conditions of Employment:

The selected candidate must successfully complete a background check. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States Courts are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Judiciary employees are eligible to participate in the federal health, dental, vision, and life insurance benefits, paid annual leave, paid sick time and receive eleven paid holidays per year.

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.

Application Process:

Qualified applicants should submit electronically only the following materials in PDF format:

- A letter of application summarizing the applicant’s qualifications.
- A current resume detailing relevant experience, dates of employment and functions performed.
- A completed application for judicial branch employment, [form AO-78](#). (Note: the last page of the AO-78 requires a conventional signature).
- Copy of all court reporter certifications.
- A list of at least three professional references, which can be incorporated into the resume.

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=01D:2026>

Please contact Susie Johnston if you require alternative application submission options at 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov.

The Court will provide acknowledgement of received applications immediately via a message on the application portal when an application is submitted. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The United States Courts are an Equal Opportunity Employer.