DANIEL J. MCCOY
Clerk of Court

Alexandria Division
515 Murray St.
Suite 105
Alexandria, La 71301

Lafayette Division
800 Lafayette St.
Suite 2100
Lafayette, La 70501

Lake Charles Division
611 Broad St.
Suite 188
Lake Charles, La 70601

Monroe Division
201 Jackson St.
Suite 215
Monroe, La 71201

Shreveport Division
300 Fannin St.
Suite 1167
Shreveport, La 71101

Website:
www.lawd.uscourts.gov

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA

Position:	Official Court Reporter
Vacancy Number:	26-WDLA-10
Classification Level:	CR 1-4 (see chart on the following page)
Salary Range:	$95,454 - $109,772 (starting salary depending on experience & qualifications)
Duty Station:	Shreveport, Louisiana
Opening Date:	September 3, 2026
Closing Date:	September 17, 2026 (5:00 p.m. CST)

The United States District Court for the Western District of Louisiana is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community, and the general public. Currently, we are seeking an innovative and experienced individual to serve as an Official Court Reporter. The duty station for this position will be in the Shreveport Division.

POSITION OVERVIEW:

Official Court Reporters are responsible for recording court proceedings in court and in chambers, for producing requested transcripts, and for filing required copies of transcripts with the Clerk of Court.

REPRESENTATIVE DUTIES:

- Attending and recording verbatim reporting of proceedings held before the judicial officers and for the transcription of those proceedings upon request. Must be able to read back all or any portions of the court record, to perform well under pressure, to produce transcripts within strict time limitations, and to work as part of a team of reporters for the judges of this court.
- Knowledge, skill, and ability to produce accurate, simultaneous realtime transcription utilizing computer-aided translation. Familiarity with and adherence to all requirements of the Court Reporter Management Plan for the district.
- Determine billing and formats which comply with the Judicial Conference requirements. Delivering and/or mailing prepared official transcripts. Certifying and filing with the Clerk of Court original records and a copy of transcripts prepared. Maintain accurate and legible records which are subject to audits. Preparation and filing of all reports required by the Administrative Office.
- Responding timely to official correspondence. Compliance with all administrative duties assigned by his or her manager and the court. Responsible for providing and maintaining his or her own court compatible equipment.
- Travel will be required to cover court proceedings at other divisional offices within the district.
- Perform all other duties as assigned.

QUALIFICATIONS:

Required Minimum Qualifications: The position requires at least one year of prime stenographic court reporting experience in the freelance field, in a court environment, or a combination thereof. A court reporter shall further have qualified by testing and be listed on the registry of professional reporters of the National Court Reporters Association (NCRA) **OR** passed an equivalent qualifying examination. National Court Reporters Association Certified Realtime Reporter/United States Court Reporters Association Realtime Reporter and Registered Merit Reporter certifications preferred.
Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.

Specialized Experience: Court Reporters are grouped for salary purposes as follows:

Level	Certification requirement
1	Starting salary ($95,454)
2	Starting salary plus 5% - requires merit certification ($100,227)
3	Starting salary plus 10% - requires real-time certification ($104,999)
4	Starting salary plus 15% - requires real-time certification and merit certification ($109,772)

REQUIRED CLEARANCES:

This position is classified as a sensitive position; therefore, the successful candidate will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Employment will be contingent upon a favorable response from this investigation.

HOW TO APPLY:

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
(4) completed and signed "AO 78, Application for Federal Judicial Branch Employment" (form can be obtained at http://www.uscourts.gov/forms/AO078.pdf)
(5) copies of all certifications received

Application packages must be emailed to: Tara_Boudreaux@lawd.uscourts.gov and will not be considered complete unless **all** items have been received. Incomplete application packets will disqualify an applicant from further consideration. Receipt will be acknowledged via return email. The deadline for submitting application packets is Wednesday, September 17, 2026, at 5:00 p.m. (CST).

ADDITIONAL INFORMATION:

A generous federal benefits package is offered. See the attached total compensation illustration.
For more detailed information about federal court benefits, go to:
https://www.uscourts.gov/careers/benefits.

Applicants must be U.S. Citizens or eligible to work in the United States.

Applicants selected for interviews may be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees.

The incumbent will be subject to a six-month probationary period.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.

The Federal Judiciary

Total Compensation Illustration

General Professional Position

The Federal Judiciary, the Third Branch of the Federal Government, provides a generous benefit package which, in addition to salary, is an important component of total compensation. This sample total compensation statement illustrates the value of the Federal Judiciary benefits. **Please be advised that this sample is based on national average salary. The particular position you are interested in has a salary that is specific for that position and geographic area. In addition, benefit eligibility may vary by appointment type and length.**

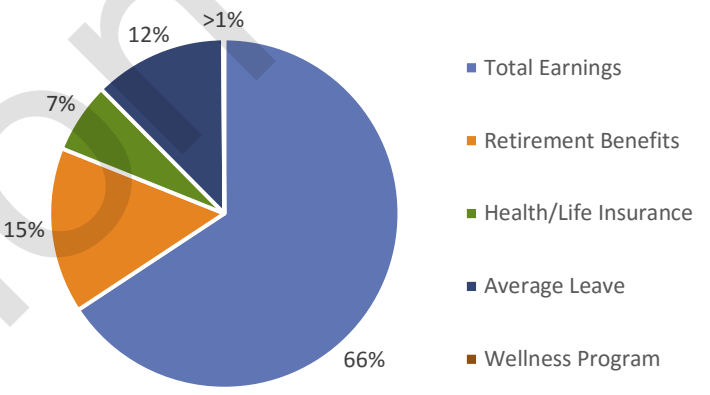
National Average Salary	$90,827
National Average Cash Award	$609

Total Earnings ***$91,436***

Retirement Benefits	$21,360
Health/Life Insurance	$9,053
Average Leave	$17,117
Wellness Program	$165

Total Employer Contributions ***$47,695***

Employer contributions represent 34% of total compensation



Total Compensation ***$139,131***

Employer Contributions

Retirement Benefits

Retirement - Basic Benefit (FERS employees)	Varies by type of FERS employee
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
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

Leave

Sick Leave	4 hours per pay period = 104 hours per year
Annual Leave (assume 8 hours = 208 hours per year)	Minimum 4 hours per pay period; maximum 8 hours per pay period
Paid Holidays	10 federal holidays

Wellness Programs

Employee Assistance Program
Federal Occupational Health - Health Units
WorkLife Program

**Based on 2017 data*

Illustration

Saving for Retirement

Defined Benefit Retirement Program:
- Federal Employees Retirement System (FERS)
- Civil Service Retirement System (CSRS) *

**CSRS is only available to employees who were covered under CSRS and subject to CSRS retirement deductions prior to January 1, 1987*

Thrift Savings Plan (TSP):
- TSP Regular Account (pre-tax)
- TSP ROTH Account (after-tax)
- TSP Catch Up (employees age 50 or older)
- FERS employees matching: - first 3% contributed, the agency matches dollar for dollar
  - next 2% contributed, the agency matches at 50 cent on the dollar

Social Security:
- FERS employees are eligible to receive monthly benefits from the Social Security Administration.

Pre-Tax Flexible Benefit Accounts

- Health Care Reimburesement Account - up to $2,650 each year
- Dependent Care Reimbursement Account - up to $5,000 each year
- Parking Reimbursement Account - up to $260 each month
- Transit subsidy
- Parking

Other Benefits

- Dental Insurance
- Vision Insurance
- Life Insurance Coverage for Spouse and Children
- Accidental Death and Dismemberment Coverage
- Long-Term Care Insurance
- Reimbursement for Professional Liability Insurance
- Disability Retirement
- Telework
- Full-time and part-time positions
- Flexible work hours
- Non-monetary awards

- Education and Training
  - Virtual Learning: Judiciary Online University
  - Classroom Training: Federal Judicial Center
  - Benefit and Retirement Webinars
  - Benefit and Retirement Counseling

Time Away

- Annual Leave (up to 8 hours per pay period)
- Sick Leave (4 hours per pay period)
- Family Medical Leave
- Leave Transfer Program

Federal Holidays

- New Year’s Day
- Martin Luther King's, Jr. Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas

Please Note: benefit availability is based on eligibility

Illustration