



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF INTERNAL POSITION VACANCY

Date: May 13, 2025
Job Announcement No.: 2025-39
No. of Vacancies: One
Position Title: Court Reporter

Grade Range: * CR-01 to CR-04
Salary Range: \$105,651 - \$121,498
Closing Date: June 3, 2025

The United States District Court for the Northern District of Illinois is now accepting applications for a Court Reporter. Consideration will only be given to those who apply through the Court's online applicant tracking system and submit a cover letter, resume, test scores or NCRA or equivalent certificate, real-time certification (if candidate is real-time certified), and recommendations (including an evaluation of the applicant's work) from at least one judge of this Court. To apply, please see the "Notice to Applicants" section listed below.

***To be eligible for a CR 5, applicants must have been onboard before 10/11/2009.**

The United States District Court for the Northern District of Illinois has an opening for an Official Court Reporter assigned to District Judge John J. Tharp Jr. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts and the Court Reporter Management Plan of this Court.

OVERVIEW

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the Court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate records of time, attendance, transcript production, and earnings.

QUALIFICATIONS/ABILITIES

- Successful completion of the certified real-time reporter examination offered by the United States Court Reporters Association or the National Court Reporters Association, or an equivalent qualifying examination, is strongly preferred.
- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.

- If applicants have prior experience on more than five occasions with the same judge within the twelve months prior to submitting their application, applicants must submit an evaluation of their work and recommendations from that judge.
- Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or have passed an equivalent qualifying examination.
- Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony.
- Skilled in the use of Computer-Aided Transcription equipment.
- Possess and provide all necessary personal equipment and software.
- Certificate of Merit from the National Court Reporters Association is preferred.

OCCUPATIONAL INFORMATION

The position requires the ability to record verbatim testimony, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as a part of a team to serve all the judges of the Court.

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume, test scores or NCRA or equivalent certificate, real-time certification (if candidate is real-time certified), and recommendations (including an evaluation of the applicant's work) from at least one judge of this Court, by **June 3, 2025**. To view openings and to apply, visit our applicant tracking system at:

[ILND Internal Jobs](#)