Denise Lucks
Clerk of Court

Omaha
111 South 18th Plaza
Omaha, NE 68102

Lincoln
100 Centennial Mall N.
Lincoln, NE 68508

www.ned.uscourts.gov

Important Dates

Opening Date:
October 28, 2026

Closing Date:
November 23, 2026

Apply to:

USDCHR@ned.uscourts.gov

The District of Nebraska is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff.

Mission

The U.S. District Court for the District of Nebraska exists to maintain and perpetuate a law-abiding society by preserving the rule of law through just and orderly resolution of disputes.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT - DISTRICT OF NEBRASKA

Position:	Court Reporter		
Vacancy:	27-02	Salary Range:	$96,408 – $115,690*
Duty Station:	Omaha	Status:	Full-time permanent
Open to:	All qualified candidates	Number of Positions:	One (1)

*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

POSITION OVERVIEW

This job opportunity is with the Judicial Branch of the Federal Government. The judicial branch is one of the three separate and distinct branches of the U.S. government and is independent from the other two. The Clerk's Office of the United States District Court for the District of Nebraska is seeking a court reporter in Omaha. This position reports directly to the Chief Deputy Clerk. Travel to the divisional office in Lincoln will be required from time to time for court proceedings as necessary.

Duties include, but are not limited to, the following:

- An official court reporter will cover court proceedings as assigned for active and senior district judges, which includes providing a realtime feed to the court.
- Attending and recording verbatim all proceedings as directed by the court; reading back all or any portion of the court record; reviewing the court calendar and noting the appearance of attorneys, witnesses, and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering, and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; covering other courts as needed.
- Incumbents will provide transcripts within the time and cost limitations set by the Judicial Conference and will concurrently electronically file with the Clerk of Court a copy of all transcripts prepared.
- Must work well under pressure, including extended court and transcription production hours within strict time limitations.
- Work as part of a team of reporters.
- Perform administrative duties as required, such as billing for transcripts, financial reports, and responding to official correspondence and telephone calls.
- Travel to Lincoln or North Platte may be required.
- Perform other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Only applicants meeting the following will be considered:

- One (1) year of prime stenographic court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings);
- Successful completion of the Registered Professional Reporter (RPR) exam of the National Court Reporters Association (NCRA);
- Realtime certification is preferred; special consideration will be extended to reporters who possess a Registered Merit Reporter (RMR) or Registered Diplomate Reporter (RDR) certification;
- Skilled in the use of computer-aided transcription equipment (CAT);
- Possess and provide all necessary personal equipment and software, including up-to-date software and hardware used to produce realtime translations;

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit http://www.uscourts.gov.
- The final candidate will be subject to a background security check after a conditional offer of employment has been extended and accepted.
- Applicants will not be asked about their criminal history prior to receiving a tentative offer of employment. Applicants completing the AO 78 Application for Judicial Branch Employment are not required to complete questions 19 through 21 regarding criminal history. Criminal history is not in itself disqualifying.
- Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. All application information is subject to verification.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.
- Employees are subject to mandatory electronic funds transfer.
- Except for probation officers, employees are considered "at will."
- Employees are required to adhere to the Code of Conduct for Judicial Employees.

- Must possess strong organizational skills and excellent 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 Chief Deputy Clerk in fulfilling the needs of all judicial officers of the court. The candidate must possess tact, judgment, poise, initiative, always maintain a professional appearance and demeanor, strong team orientation, and customer service skills.

Salary Range:

Five incremental levels are authorized for RMR and/or realtime certification. Starting salary level is commensurate with qualifications.

Level 1: $96,408, minimum requirement.
Level 2: $101,229 ($96,408 plus 5%), requires RMR certification.
Level 3: $106,049 ($96,408 plus 10%), requires realtime certification.
Level 4: $110,869 ($96,408 plus 15%), requires RMR and realtime certifications.
Level 5: $115,690 ($96,408 plus 20%), requires RMR and realtime certifications, and longevity; current Federal Judiciary Court Reporters hired before October 11, 2009, only.

APPLICATION PROCEDURE

Applicants must submit a PDF document to USDCHR@ned.uscourts.gov to include a:

- Cover letter
- Resume
- Application Form AO-78 (all sections must be completed)
- Contact information for three professional references

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

BENEFITS PACKAGE

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Student loan forgiveness
- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Parking
- On-site fitness facility
  https://www.uscourts.gov/careers/benefits