



# COURT REPORTERS

## Job Opportunity

**Civilian court reporters** are needed to record, transcribe, and support Air Force and Space Force trials and administrative board proceedings. Join a dynamic team of military and civilian legal professionals as they support the administration of justice all over the world!

### A UNIQUE JOB

- Military justice is a judicial system like no other. Courts-martial are federal criminal trials with worldwide jurisdiction. Although assigned to work at specific Air and Space Force bases, court reporters work with regional military judges and may travel to other bases around the world (e.g. England, Japan, Germany, etc).
- In addition to criminal trials, court reporters support discharge hearings and other unique proceedings, such as flying evaluation and accident investigation boards.
- Equipment is provided, as well as training on technology, procedures and terminology.

### BENEFITS

- GS-9 pay: varies by location and step level ([https:// www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule/](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule/))
- 11 days paid holidays; 13 days paid sick leave; 12 days paid annual leave for the first 3 years, 19 days after 3 years, and 25 days after 15 years
- Federal retirement and health, dental, vision and life insurance eligibility

### QUALIFICATIONS

- 1 year of specialized experience. Examples include knowledge and skill in operating microphone equipment and voice recognition technology sufficient to take high speed dictation (175 words per minute) and provide verbatim recordings of hearings.
- Credit may be given for appropriate unpaid, part-time or volunteer work experience.
- No specific education, license or certification is required for these positions.

### REQUIREMENTS

- U.S. citizen
- Able to obtain and maintain Secret security clearance & Government Travel Card
- Travel is required
- Work outside normal duty hours is required for travel and trial schedule (see OPM rules for travel/work compensation).

**For more information regarding vacancy locations and other questions, contact the Legal Civilian Career Field Team @ [AFPC.Legal.CFT@us.af.mil](mailto:AFPC.Legal.CFT@us.af.mil)**