



UNITED STATES DISTRICT COURT Central District of California

Position: Electronic Court Recorder Operator/Administrative Assistant
Classification Level: CL 24/25
Salary Range: \$52,112 - \$93,573
(Total compensation w/ employer paid benefits approximate range: \$67,745 to \$121,644)
Location: Riverside, California
Opening Date: February 10, 2026
Closing Date: Open until filled (Preference given to applications received by February 24, 2026)
Number of Positions: One
Vacancy Number: 26-21

POSITION OVERVIEW:

Be part of the Administration of Justice! The nation's largest Federal trial court, the United States District Court and the Probation and Pretrial Services Office, Central District of California, is recruiting for an Electronic Court Recorder Operator/Administrative Assistant. This is a unique opportunity for individuals who may be considering an eventual career in law.

Electronic Court Recorder Operator/Administrative Assistant duties include verbatim recording of court proceedings before United States District and Magistrate Judges in any of the divisions and locations of the Central District. This position requires organizational skills, attention to detail and ability to prioritize. Qualified applicants will have excellent oral communication skills, a commitment to outstanding customer service, a high sense of personal responsibility, and dedication to the American judicial system. The Court provides the necessary training in rules and procedures, which will take from two to five weeks and will take place in Los Angeles. The successful candidate will report the Supervisory Staff Interpreter.

REPRESENTATIVE RESPONSIBILITIES:

- Responsible for the verbatim recording of court proceedings using electronic equipment.
- Ensures the electronic sound recording equipment is in working order.
- Creates computerized logs of proceedings and participants recorded.
- Performs quality control of transcripts submitted by agencies to ensure compliance with court guidelines.
- Monitors the timely and accurate progress of the transcript being received from the transcriber. Electronically files transcript to the court docket.
- Receives and processes CD duplication and transcript productions orders.
- Receives and processes court reporter transcript requests in all civil and criminal cases.
- Catalogues CDs and logs and maintains their proper storage.
- Inventories and manages electronic sound recording equipment and arranges for needed supplies.
- Operates a variety of office equipment.
- Assists the court reporter coordinator as needed.
- Assists Supervisor with special projects or other tasks as needed and assigned.

QUALIFICATIONS:

- Applicant must be a high school graduate or equivalent.
- Have a minimum two years of specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and routine use of keyboard skills, specialized terminology, and demonstrated ability

to apply a body of rules, regulations, directives, or laws.

- The ability to manage a variety of work tasks effectively while working under time constraints.
- Dependability, reliability and good organizational skills are a must.
- The ability to maintain confidentiality and handle sensitive information in a discreet and professional manner.
- Possess excellent interpersonal and customer service skills.
- The ability to pay attention to detail and complete assignments with thoroughness.
- Type a minimum of 45 wpm.
- Possess strong computer skills. Experience with Microsoft Word highly desirable.
- Previous court recording experience is desirable.

PHYSICAL JOB REQUIREMENTS:

Successful candidate must be able to bend, pull, push, and lift up to 20 pounds, reach, walk, stand and sit for extended periods, with or without accommodations.

BENEFITS:

In addition to salary, the federal government's benefits equate to no less than 33% of an employee's total compensation (see Total Compensation sample below). Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Paid parental leave after meeting eligibility requirements. Eligible for the Public Student Loan Forgiveness (PSLF) program on eligible student loans. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

Employer Provided Benefits - Total Compensation Approximation Sample (For Illustration Purposes Only)	
Sample Annual Salary	\$ 60,000.00
Retirement Benefits	\$ 17,760.00
Health/Life Insurance & Commuter Reimbursement	\$ 15,494.00
Paid Time-Off (Holidays & Accrued Leave)	\$ 8,538.00
Total Compensation	\$101,792.00

INFORMATION FOR APPLICANTS:

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available on the Court's website: www.cacd.uscourts.gov.

HOW TO APPLY:

Applications should be submitted to apply_CACD@cacd.uscourts.gov. Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed
2. Resume – Include key career accomplishments
3. An application for Federal Judicial Branch Employment (AO78) (please visit the Court's website at <https://www.cacd.uscourts.gov/employment> to download the AO78 application form).

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer.