

# Office of the Clerk

## VACANCY ANNOUNCEMENT

**Position:** Official Reporter

**Department:** Office of Official Reporters  
Office of the Clerk  
U.S. House of Representatives

**Starting Salary:** Up to \$122,439.00

**Closing Date:** September 29, 2017

**Proposed Starting Date:**  
Immediately

**Description:** Provides verbatim reporting of congressional proceedings, floor activities, meetings, hearings, mark-ups, and caucuses. Responsible for the general understanding of parliamentary procedure in accordance with the Rules of the House. Produce in a timely fashion transcripts to be released to Congressional staff and the general public, while maintaining the highest degree of confidentiality of secret and top secret documents.

**Minimum Requirements:** Must have extensive knowledge and experience in reporting and the ability to report multi-voice hearings on various subject matters at very high speeds and produce transcripts for Daily or Rush delivery. Must have knowledge of the legislative process and an ability to work in a team-oriented work environment. A current National Court Reporters' Association (NCRA) proficiency certification (RPR, RMR, CRR) or similar certification from any State or jurisdiction is required. Ability to secure a national security clearance is required. This position is identified as a Testing Designated Position and is subject to random drug testing. Must be computer competent in a Windows environment and be detail oriented. Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner. Ability to communicate clearly and concisely both orally and in writing.

**Contact:** No telephone inquiries please. To apply, interested individuals should email a cover letter and resume with the subject heading "Official Reporter" to:

Ms. Melinda Walker, Chief Reporter  
Office of the Clerk  
Office of Official Reporters  
[resumes-oor@mail.house.gov](mailto:resumes-oor@mail.house.gov)

This position is located on site.

Hiring for this position is governed by the Veterans Employment Opportunities Act. Applicants seeking veterans' preference consideration

should email [veoa-iohr@mail.house.gov](mailto:veoa-iohr@mail.house.gov) for further information.

Continued employment is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will. EOE.