



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA

www.paed.uscourts.gov

VACANCY ANNOUNCEMENT

POSITION TITLE: **Electronic Court Recorder Operator (ECRO)**
(Full-Time, Permanent; Multiple Positions May Be Filled)

VACANCY NUMBER: **26-05 (I/E)**

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL-24 (\$49,256 - \$80,059)
CL-25 (\$54,391 - \$88,445)
(salary commensurate with experience; if hired at CL-24, promotion to the next grade exists without further competition, based upon performance, budget, and discretion of the CUE)

POSTING DATE: June 10, 2026

CLOSING DATE: Open Until Filled

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is seeking qualified applicants for position of **Electronic Court Recorder Operator (ECRO)**. The ECRO has responsibility for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment. The incumbent provides basic courtroom assistance to courtroom deputies, as required.

The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within the district may be required.

REPRESENTATIVE DUTIES

- Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required.
- Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Setup and arrange equipment in courtroom.
- Create electronic log notes of proceedings, including participants involved in court proceedings.
- Review transcripts submitted by agencies to ensure they meet the court's format standards.
- Prepare thumb drives for transcription. Arrange for and monitor the timely and accurate progress of the transcript being received from the transcriber and delivered to the appropriate parties.
- Receive and process thumb drives and transcript production orders.
- Inventory and control electronic sound recording equipment and submit requests for needed supplies.
- Assist the courtroom deputy with in-court duties, such as administering oaths, handling exhibits, and calling the calendar.
- Operate a variety of office equipment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Must be high school graduate or equivalent.
- At least one year of specialized experience.
 - Specialized experience is progressively responsible clerical or administrative 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.
- Must be able to communicate effectively, both orally and in writing, to individuals and groups in a professional manner, providing customer service and resolving difficulties while complying with rules, regulations, and procedures.

- Ability to understand and follow detailed instructions.
- Dependability, reliability, and good organizational skills are a must.

Bachelor's Degree preferred.

Work is performed in an office and/or courtroom setting and may occur at off-site locations. Incumbent may be required to work after hours when court proceedings run late. Some lifting may be required to handle and set up equipment in the courtroom.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered "at-will" and can be terminated with or without cause. The selected candidate will be subject to a one-year probationary period, contingent upon satisfactory completion of training and overall performance in the position. All judiciary employees are required to adhere to the Judicial Code of Conduct. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave. To learn more about the Judiciary's benefits:

<https://www.uscourts.gov/careers/benefits>

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. Due to the anticipated volume of applicants, please refrain from reaching out to the court for status updates. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Qualified EDPA (internal) employees need only submit a letter of interest and detailed resume.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, **Electronic Court Recorder Operator (ECRO) #26-05 I/E** and **will not be considered complete** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**