

**Position: Stenographer/Transcriber**

The White House Stenography Office is looking to hire a full-time stenographer/transcriber to assist in the recording and transcription of verbatim public remarks of senior government officials in the federal government.

*Qualified candidates must meet the following qualifications:*

- Ability to transcribe a minimum of 60 words per minute with 70-80% accuracy.
- Excellent grasp of advanced grammar and punctuation usage.
- Demonstrated professional experience in writing and editing.
- Exceptional attention to detail, effective communications skills within a team, and a high degree of professionalism.
- Ability and willingness to work flexible hours when necessary.
- Proven ability to work effectively and proactively in a fast-paced team environment.
- Demonstrated interest in and knowledge of current U.S. domestic and international issues.
- Knowledge of transcription software preferred.
- Proofreading experience a plus.

Salary Range: \$60,000-\$70,000

To apply, please submit a resume and cover letter to [MBX.WHO.Stenography@who.eop.gov](mailto:MBX.WHO.Stenography@who.eop.gov)  
The deadline to apply is **October 7, 2022**.