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**CAREER OPPORTUNITY  
U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

**ANNOUNCEMENT NO:** 19-01

**DATE** December 20, 2018

**NO. OF VACANCIES:** ONE (FULL TIME)

**SALARY:** \$7,46; - \$8,; : 8

**POSITION TITLE:** OFFICIAL COURT REPORTER

**Submit Applications, Resume' and cover letter to:**

[tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov)

CLOSING DATE : Open until filled with first consideration given to submissions received by 1/11/19.

\*\*\*\*\* **NOTICE OF VACANCY**\*\*\*\*\*

**DUTY STATION:** This position is assigned to the United States Courthouse located at 167 N Main, Memphis, Tennessee, 38103. Travel to the Jackson, TN divisional office may be required.

**POSITION OVERVIEW:** The incumbent is responsible for attending and recording verbatim court sessions or other proceedings as specified by statute, rule or order of Court. All proceedings must be reported using electronic machine shorthand equipment that produces paper and/or electronically stored notes that are capable of translation and of being printed by computer-assisted transcription equipment. Real-time transcription is highly preferred but not required.

**EXPERIENCE:** Candidates must possess a minimum of at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Real-time certification preferred but not required.

**CONDITIONS OF EMPLOYMENT:**

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting, and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court's web site at:

<http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>

**BENEFITS:**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care insurance, optional flexible spending accounts for health and dependent care reimbursement, optional commuter benefits plan, paid holidays, leave accrual, and periodic salary increases.

**APPLICATION INSTRUCTIONS:**

Qualified persons must submit resume', cover letter and judiciary application (available on the court's website: <http://www.tnwd.uscourts.gov/employment-opportunities.php>) detailing qualifications and experience via email to: [tnwd.jobs@tnwd.uscourts.gov](mailto:tnwd.jobs@tnwd.uscourts.gov). Subject line must contain: Job announcement 19-01, Official Court Reporter. **The Court is not authorized to reimburse candidates for travel or relocation expenses. The Federal Building is a non-smoking facility.**

**The U.S. District Court is an Equal Opportunity Employer**