



Wendy R. Oliver
Clerk of Court

Memphis
167 N. Main, RM 242
Memphis, Tennessee 38103

Jackson
111 South Highland
Jackson, Tennessee 38301

www.tnwd.uscourts.gov

Important Dates

Opening Date:
May 8, 2023

Closing Date:
Open until filled

Apply to:

tnwdjobs@tnwd.uscourts.gov

*The U.S. District Court
for the Western District
of Tennessee is an Equal
Opportunity Employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy #: **23-04**

Position: Official Court Reporter

Classification: CR Level 1 \$ 88,333 Starting Salary
CR Level 2 \$ 92,749 Merit Certification
CR Level 3 \$ 97,166 Realtime Certification
CR Level 4 \$ 101,582 Realtime Certification & Merit Certification

Duty Station:

This position is assigned to the United States Courthouse located at 167 N. Main, Memphis, Tennessee 38103. Travel to the Jackson, Tennessee 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:

Qualifications for Official Court Reporters require that an applicant:

- Must possess at least four of prime court reporting experience in the freelance field of service or in other courts or a combination of such experience; and
- Must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Real-time certification preferred but not required.

Benefits:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement system and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 11 paid holidays per year.

Detailed information regarding benefits for federal employees can be found [here](#).



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

Application Procedure:

Applicants must submit a single PDF document to tnwdjobs@tnwd.uscourts.gov with:

- Cover letter (include vacancy announcement # **23-04**)
- Resume'
- Completed Application Form AO-78
- Subject line of email must contain: Official Court Reporter Vacancy # 23-04

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.