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

ANNOUNCEMENT NO: 10-01

DATE: 03/26/10

NO. OF VACANCIES: ONE

SALARY: \$73,380

POSITION TITLE: COURT REPORTER

CLOSING DATE : April 18, 2010

SUBMIT APPLICATIONS, RESUME and COVER LETTER TO: tnwdjobs@tnwd.uscourts.gov

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

DUTY STATION: This position is assigned to the United States District Courthouse located at 111 South Highland Avenue in Jackson, TN.

POSITION OVERVIEW: The incumbent is responsible for recording court proceedings in court and in chambers, for producing transcripts requested by a judge and for filing required copies of transcripts with the clerk of court. Incumbent is also required to submit various reports required by the Judicial Conference within specified time limits.

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 Shorthand Reporters Association, the National Stenomask Verbatim Reporters Association or passed an equivalent qualifying examination.

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/guide/vol2/ch2a.html>.

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 cover letter, & judiciary application (available on the court's website: <http://www.tnwd.uscourt.gov/employment-opportunities.php>) detailing qualifications and experience via email to: tnwdjobs@tnwd.uscourts.gov. Subject line must contain: Job announcement 10-01 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