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

ANNOUNCEMENT NO: 14-7

DATE: 12/19/2014

NO. OF VACANCIES: ONE

SALARY: \$74,114 - \$85,231

POSITION TITLE: OFFICIAL COURT REPORTER (Realtime)

Full-Time (annually funded)

CLOSING DATE : Open until filled

Submit Applications, Resume' and cover letter to:

tnwdjobs@tnwd.uscourts.gov

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

DUTY STATION: This position is assigned to the Clifford Davis/Odell Horton Federal Bldg. located at 167 N Main, Memphis, Tennessee. This is a full-time position that requires yearly funding based upon the Senior Judge's allocations . There is no guarantee of funding for subsequent years.

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. The Official Court Reporter must be able to provide realtime transcription to the Court.

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. Realtime certification preferred.

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.uscourt.gov/employment-opportunities.php>) detailing qualifications and experience via email to: tnwd.jobs@tnwd.uscourts.gov. Subject line must contain: Job announcement 14-7, Official Court Reporter <http://www.uscourts.gov> . **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