



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:
August 3, 2026

Closing Date:
Open Until Filled

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

Apply to:

tnwdjobs@tnwd.uscourts.gov

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Western District of Tennessee is
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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy #: 26-13

Position: Official Court Reporter

Salary ranges: \$95,454 – \$114,546

****Starting salary commensurate with experience and qualifications
in accordance with date of hire and the Court Reporters' Rates of
Pay - (CR) Levels 1-5.**

Duty Station: Memphis, Tennessee

Status: Full-time permanent

Position Overview:

The United States District for the Western District of Tennessee is seeking qualified applicants for the position of full-time Official Court Reporter. An official court reporter is responsible for attending and recording verbatim court sessions or other proceedings as specified by statute, rule or order of Court.

Representative Duties:

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of the court record as required.
- Report all proceedings using electronic machine shorthand equipment which produces an electronic storage media capable of translating and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts within the time and cost limitations set by the Judicial Conference of the United States.
- Electronically file with the Clerk of Court a copy of all transcripts prepared concurrent with delivery to the requesting parties.
- Provide transcripts and/or a Realtime feed to the Court upon request, without charge.
- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Maintain and safeguard records until they are disposed of according to statutory requirements and national and local policies.
- Adhere to the requirements of the Guide to Judiciary Policy, including, specifically, Volume VI, Court Reporting, as well as the Court's local Court Reporter Management Plan, and all local and national policies related to information technology, security, procurement, finance, human resources, internal control, records management, and the Code of Conduct for Judicial Employees.
- Perform other duties as assigned.

Qualifications:

- Must possess a minimum of at least four (4) years of prime court reporting experience in a court, or in the freelance field of service or a combination thereof.
- Must have Realtime reporting proficiency. Realtime certification from the NCRA is strongly preferred (but not required).



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.

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 investigation, 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.

- Must possess excellent organizational and communication skills to permit the production of transcripts within strict time limitations. Must work well under pressure and be willing to work as part of a team of court reporters.
- Must possess tact, excellent judgement, poise, initiative, and always maintain a professional appearance and demeanor.

Preferred Qualifications:

- Certification as a Registered Merit Reporter (RMR) by the NCRA,
- Certification as a Realtime Reporter (CRR) by the NCRA; and
- Prior federal court experience.

Application Procedure:

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

- Cover letter (include vacancy announcement # 26-13)
- Resume
- Completed Federal Judicial Branch Application for Employment [AO78](#)
- Subject line of email must contain: **Official Court Reporter Vacancy # 26-13**

Application submissions that do not adhere to this procedure or include materials in addition to the listed requirements may not be considered. Only candidates selected for an interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

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 the social security system. Life, health, long-term care, <https://www.uscourts.gov/careers/benefits> long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401K) Plan, plus eleven paid holidays per calendar year.

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