

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF TENNESSEE**

**POSITION ANNOUNCEMENT**

**POSITION:** Official Court Reporter  
(permanent; full-time)

**ANNOUNCEMENT NO.:** 17/02

**LOCATION:** Nashville, Tennessee

**SALARY RANGE:** \$84,658 to \$88,505, plus transcripts  
(depending on experience and qualifications - see salary levels below)

**START DATE:** Position available immediately

**CLOSING DATE:** The position is open until filled with first preference given to resumes received by Monday, April 10, 2017.

**POSITION OVERVIEW:** The incumbent performs court reporting services for all judicial proceedings as required.

**REPRESENTATIVE DUTIES:**

- Records testimony, in a verbatim manner, for civil and criminal court proceedings.
- Reads back all or any portion of the court record as requested.
- Produces transcripts within strict time limitations and in compliance with cost requirements of the Judicial Conference.
- Maintains accurate, legible records which are subject to audit; safeguards records until disposed of according to statutory requirements and Judicial Conference policy.
- Certifies and files with the Clerk of Court all original records and a copy of all transcripts prepared.
- Provides mandatory realtime services, and a current knowledge of realtime technology is required.
- Provides court reporting services to other judges as assigned.

**APPLICABLE SALARY LEVELS:**

Level 3        \$84,658 per annum, plus transcripts  
Level 4        \$88,505 per annum, plus transcripts

**QUALIFICATION REQUIREMENTS:**

A candidate for this position must meet the minimum requirements of Levels 1 and 3, which are as follows:

Level 1: (1) must be a high school graduate or equivalent; (2) must possess a minimum of four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; (3) must have successfully passed testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination; and

Level 3: Must have successfully completed a certified realtime reporter examination offered by the NCRA, or an equivalent exam.

Although not required, a candidate meeting the requirements of Level 4 qualifies for additional pay. Level 4 requirements are as follows:

Level 4: Must (1) possess a registered merit reporter certificate from the NCRA and (2) have successfully completed a certified realtime reporter examination offered by the NCRA, or an equivalent exam.

Other Requirements: Successful candidate should be mature, responsible, and poised; possess tact and good judgment; the ability to take initiative and work well under pressure; the ability to work harmoniously with others and communicate effectively, both orally and in writing. The incumbent is responsible for providing and maintaining his or her own computer equipment, telephone, and furniture. Occasional travel to divisional offices (Cookeville and Columbia) is required.

**BENEFITS:**

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Dental/Vision Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

**CONDITIONS OF EMPLOYMENT:**

- Employee must be a US citizen or eligible to work in the US.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request. Final candidates will be required to undergo a background investigation.
- Employees of the US District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

**APPLICATION PROCESS:**

Qualified applicants are asked to submit **one PDF document** that contains a cover letter, resume, copies of certifications, and three business references. Please email the pdf document to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Court Reporter.” The position is open until filled with first consideration given to applications received by Monday, April 10, 2017.

The United States District Court is an Equal Opportunity Employer