

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Court Reporter #19-09
Location:	Dallas, Texas
Closing Date:	Until filled
Starting Salary/Range:	\$83,695 - \$100,434 (CR Levels 1-5)*

*depending on qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for the position of court reporter. A court reporter performs court reporting services for any judicial proceeding as required. The position is a shared position that works for the entire court but is primarily assigned to one district judge.

QUALIFICATIONS: The court reporter position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, and to work extended court and transcription production hours within strict time limitations. A minimum of four years of court reporting experience and Real Time reporting experience are required, in addition to National Registered Professional Reporter certification by the National Court Reporters Association. Additionally, Texas Certified Court Reporter experience is preferred. The incumbent is prohibited from contract work outside of the court.

BENEFITS: Employees of the U.S. District Court are entitled to benefits that include the retirement system, health benefits, life insurance and disability insurance programs, holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for moving expenses. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

OTHER: Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire United States citizen or lawful permanent residents (i.e., green card holder) who are seeking citizenship.

Due to the likely high volume of applicants received, the court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting.

Qualified applicants must submit a detailed resume, salary history, and copies of certifications to:

Human Resources - #19-09

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #19-09 will not be considered

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.