

***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**

Position Title:	Court Reporter #19-31
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	\$85,424 - \$102,509 (CR Levels 1-5)*
	*Depending upon 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.

RESPONSIBILITIES:

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, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer 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 individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the 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.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #19-31
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

****** 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.