



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

**POSITION ANNOUNCEMENT
August 28, 2025**

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

ANNOUNCEMENT NO.: 2025-4

DUTY LOCATION: Nashville, Tennessee

GRADE LEVEL: CR Level 3 – 4 (\$103,961 – 108,686, plus transcripts)
(depending on experience and qualifications – see salary levels below)

START DATE: Position available immediately

OPEN PERIOD: Open until filled with preference given to resumes received by
Monday, September 15, 2025

POSITION OVERVIEW:

The United States District Court for the Middle District of Tennessee is seeking qualified applicants for the full-time, permanent position of Official Court Reporter. Official Court Reporters are appointed by and serve at the pleasure of the court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court.

DUTIES AND RESPONSIBILITIES:

- Record testimony, in a verbatim manner, for civil and criminal court proceedings.
- Read back all or any portion of the court record as requested.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a Judge or the Court may direct without charge.
- Maintain accurate, legible records which are subject to audit; safeguard records until disposed of according to statutory requirements and Judicial Conference policy.

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- Certify and file with the Clerk of Court all original records and a copy of all transcripts prepared.
- Provide mandatory realtime services, with a current knowledge of realtime technology.
- Provide court reporting services to all judges as assigned.

APPLICABLE SALARY LEVELS:

Level 3 \$103,961 per annum, plus transcripts

Level 4 \$108,686 per annum, plus transcripts

QUALIFICATIONS AND REQUIREMENTS:

The successful candidate: (1) must be a high school graduate or equivalent; (2) must possess at least one year 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 (4) must have successfully completed a certified realtime reporter examination offered by the NCRA, or an equivalent exam (Level 3).

Although not required, a candidate qualifies for additional pay (Level 4) by (1) possessing a registered merit reporter certificate from the NCRA, and (2) having successfully completed a certified realtime reporter examination offered by the NCRA, or an equivalent exam.

DESIRABLE CHARACTERISTICS:

The successful candidate should be a self-starter, mature, and highly organized, with the ability to work well under pressure; must possess tact and good judgment; and always maintain a professional appearance and demeanor. Must work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing.

BENEFITS:

- Health benefits under the Federal Employee Health Benefits Program
- Supplemental dental and vision benefits
- Life insurance
- Flexible Benefits Program for health care and dependent care reimbursement
- Retirement benefits
- 11 paid holidays per year
- Accrued annual and sick leave based on years of service

CONDITIONS OF EMPLOYMENT:

- Official Court Reporters must provide all equipment and supplies necessary to take orders and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.
- Official Court Reporters are required to travel occasionally within the district to divisional offices (Cookeville and Columbia).
- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, a copy of which is available upon request.
- Employees must comply with court confidentiality requirements, including handling confidential information in a variety of contexts.
- Employees of the U.S. 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.
- Appointment is provisional and contingent upon successful completion of an FBI background check.

APPLICATION PROCESS:

Qualified applicants should submit a complete packet in **one PDF document** that contains a letter of interest, detailed resume, copies of certifications, and three business references. Please email the pdf document to applications@tnmd.uscourts.gov with the subject line “Official Court Reporter.” The position is open until filled with first consideration given to applications received by Monday, September 15, 2025.

THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF TENNESSEE
IS AN EQUAL OPPORTUNITY EMPLOYER