UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK

AMENDED VACANCY ANNOUNCEMENT 2026-4

DATE:	January 15, 2026 – Qualifications amended February 12, 2026
POSITION TITLE:	Official Court Reporter – Certified Realtime Reporter Preferred (Full-Time Permanent or Full-Time Temporary)
LOCATION:	Chattanooga, TN
SALARY:	$95,454 to $114,546 (Levels 1 to 5), plus authorized transcript fees. Starting salary is dependent upon qualifications and experience. Please review the Qualifications section for more information.
CLOSING DATE:	Open until filled. Previously submitted applications remain under active consideration.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for an Official Court Reporter, preferably realtime certified. 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. This position is assigned to the Clerk's Office and reports to the Clerk of Court or other designee of the Clerk's Office. Official Court Reporters serve the Court *en banc* and are not assigned to a specific judge. Job duties include:

- Performing verbatim reporting services for any proceeding as specified by statute, rule, or order of the Court.
- Reporting all proceedings using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment and utilizing digital sound recording equipment to record all proceedings.
- Providing realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference. Providing realtime feed for any judicial officer as directed, without charge. (Realtime certification required)
- Reading back all or any portions of the court record upon request of the presiding judge.
- Providing transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference. Providing transcripts of any proceedings that a judge or the Court may direct without charge.
- Filing with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference, and the Court Reporter Management Plan.
- Filing a transcript or providing an electronic sound recording to the Court, without charge, of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Providing transcription of digital audio records.
- Certifying and filing with the Clerk of Court in PDF format all original notes and other original records of proceedings the reporter has recorded.
- Complying with all administrative duties assigned by supervisor and the Court.

- Traveling to other divisional offices as necessary.
- Working as part of a team to serve all of the judges of the Court and being available to work irregular hours as dictated by the Court.
- Performing other duties as assigned.

QUALIFICATIONS:

To qualify for the position, applicants must have at least one year of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; and must have qualified by testing for listing on the registry of professional reporters (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.

Candidates certified as having passed the National Court Reporters Association Certified Realtime Reporter (CRR) examination or passed an equivalent qualifying examination are highly preferred. If the selected candidate is not realtime certified, the initial appointment will be temporary, and continued employment will be contingent upon the successful completion of the realtime certification requirements within one year of the initial hire date. Applicants holding a Certificate of Merit (RMR) from the NCRA are also preferred.

Starting salary is dependent upon qualifications and experience:

- Level 1: $95,454 – Minimum qualifications.
- Level 2: $100,929 – Merit (RMR) certification required.
- Level 3: $104,999 – Realtime certification (CRR) required.
- Level 4: $109,772 – Realtime (CRR) and merit (RMR) certification required.
- Level 5: $114,546 – Only applicable to current Federal Judiciary Court Reporters hired before 10/11/2009 with realtime (CRR) and merit (RMR) certification.

Official Court Reporters are entitled to authorized transcript fees that do not exceed the rates set by the Judicial Conference of the United States in addition to the salary amounts listed above. Transcript fees from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge.

The successful candidate should be a self-starter, mature, and highly organized; possess tact, good judgment, poise, and initiative; and always maintain a professional appearance and demeanor. The Official Court Reporter must work harmoniously with others in a team-based organization and communicate effectively, both orally and in writing.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years. Thirteen days of paid sick leave and eleven paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FEGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

Court reporter positions may be authorized for a recruitment or relocation bonus as well, depending on budget and availability of funds.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Human_Resources@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment; and
- Copies of all applicable court reporter certifications (RPR, CRR, RMR, FCRR, etc.).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Official Court Reporters must provide all equipment, software, licensing, and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and Internet service, computer equipment, and printers. Official Court Reporters must provide all necessary personal equipment and software for the production and broadcasting of realtime transcripts to the parties.
- Applicants must be U.S. citizens or meet the requirements for employment in the Judiciary.
- Only applicants selected for an interview will be notified. Applicants interviewed will take a computer skills test and a live transcription test. The Court is not authorized to reimburse candidates for travel in connection with an interview.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.
- The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.