



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

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<b>Position Title:</b>	<b>Court Reporter #14-01</b>
<b>Location:</b>	<b>Dallas, Texas</b>
<b>Closing Date:</b>	<b>Until filled</b>
<b>Starting Salary/Range:</b>	<b>\$77,564 - \$93,078 (CR Levels 1-5)*</b> <i>*depending on qualifications and experience</i>

**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for the position of Court Reporter for a U.S. District Judge. The incumbent's official start date is January 6, 2014. A court reporter performs court reporting services for any judicial proceeding as required.

**QUALIFICATIONS:** The 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. The incumbent is expected to be present daily during normal work hours. A minimum of four years of court reporting experience is required in addition to National Registered Professional Reporter certification by the National Court Reporters Association. Additionally, Texas Certified Court Reporter and Real Time reporting experience are 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 travel or moving expenses. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship.

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

**Human Resources Manager - #14-01**

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

Resumes without code #14-01 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.*