U. S. District Court
Southern District of Mississippi

Official Court Reporter
Vacancy Announcement MSSD-2026-09
Open Until Filled

POSITION

Court Reporter

ANNOUNCEMENT

MSSD-2026-09

LOCATION

Gulfport, Mississippi

SALARY/TARGET

Based on 2026 pay table

Level 1 - $95,454
Level 2 - $100,227
(w/merit certification)
Level 3 - $104,999
(w/real-time certification)
Level 4 - $109,772
(w/real-time and merit certifications)

POSITION AVAILABLE

October 5, 2026

APPLICATION CLOSING DATE

Open until filled.

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

POSITION OVERVIEW / RESPONSIBILITIES

The United States District Court for the Southern District of Mississippi is accepting applications for the position of OFFICIAL COURT REPORTER. The official duty station will be Gulfport, Mississippi, but travel will be required to Natchez and Jackson, and regularly to Hattiesburg as the court's calendar requires.

Duties include reporting proceedings for all judges and magistrate judges of the court and transcribing proceedings as requested by counsel or the court, as well as the creation, conversion and docketing of audio recordings of certain types of proceedings in the court's Case Management and Electronic Case Filing system (CM/ECF). Further details about the position are contained in the Court Reporter Management Plan for the Southern District of Mississippi, copies of which are on file in the office of the Clerk of Court and may be obtained upon request.

Court employees are not civil service employees and serve at the will of the court; court staff must be aware of and in compliance with the canons of federal judicial conduct.

The starting salary of the court's official court reporter is established by the Judicial Conference of the United States and is dependent on experience and qualifications. The entry level salary is $95,454.

EXPERIENCE AND CERTIFICATIONS

MINIMUM EXPERIENCE: An applicant for appointment must possess a minimum requirement of at least four years of prime court reporting experience in the freelance field of service, or in other courts or agencies, or a combination thereof.

CERTIFICATION: Applicants for appointment must have qualified by testing for listing on the registry of professional reporters of the National Shorthand Reporters Association or have passed an equivalent qualifying examination. The skills section requires the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge and 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes.

The court prefers successful completion of the CRR or FCRR (Certified Realtime Reporter) examination offered by NCRA/USCRA. Preference will also be given to reporters with RMR/RDR certification by NCRA.

SUPPLIES, EQUIPMENT AND TRANSCRIPTS: The reporter is responsible for purchasing office supplies, office equipment, including computer hardware and software, postage and delivery charges. (Current court reporters utilize both Eclipse and Case Catalyst software.) Certified real-time reporters must (a) provide the data communications connections needed to provide real-time services to any party requesting real-time, and (b) purchase software to provide real-time to the attorneys and the judge. 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.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 11 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Flexible spending account options

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under "Excepted Appointments" and are considered "at-will" employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- All employees of the federal judiciary are subject to a mandatory background check or investigation. The selectee may be appointed provisionally pending favorable results of the background check.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.
- **The court allows court reporters to engage in substantial teleworking (working from home) when not needed in the courthouses subject to certain conditions.**

APPLICATION PROCESS

Qualified applicants should submit the following documents:

- A cover letter and detailed resume of qualifications, education and employment experience, **including references of at least three attorneys or judges** with whom the reporter has had substantial experience;
- A copy of all court reporter certifications; and
- A completed Application for Judicial Branch Employment (AO 78), which is available at http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf.

Applications may be submitted via email (PREFERRED), hand-delivery or mail, as follows:

(PREFERRED) Via email to:

hr_manager@mssd.uscourts.gov
(subject: Court Reporter – MSSD-2026-09)

Please note: **When submitting via email, documents should be submitted as a single PDF document.**

Via mail or hand-delivery to:

Arthur Johnston, Clerk
U.S. District Court, Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201

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