



Muskogee

101 North 5th Street
Muskogee, OK 74401

www.oked.uscourts.gov

Important Dates

Opening Date:

January 21, 2025

Closing Date:

Open Until Filled

Apply to:

[HumanResources OKED@oked.uscourts.gov](mailto:HumanResources_OKED@oked.uscourts.gov)

**The Eastern District
Court of Oklahoma is an
Equal Opportunity
Employer.**



CAREER OPPORTUNITY

U.S. DISTRICT COURT - EASTERN DISTRICT OF OKLAHOMA

Position: Official Court Reporter
 Vacancy: 25-02
 Salary Range: \$94,510 - \$113,412
 Duty Station: Muskogee, OK
 Open to: All qualified candidates

**Plus transcription fees.
Actual salary based upon
qualifications and
experience*

POSITION OVERVIEW

The Clerk’s Office of the United States District Court for the Eastern District of Oklahoma seeks a full-time Court Reporter to be assigned to the judges of the Eastern District. This position is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the Court.

Duties include, but are not limited to, the following:

- Attend court and record verbatim all testimony for civil and criminal court proceedings.
- Provide translation of court proceedings to the judge's computer monitor and deliver translation to the judge following adjournment.
- Ensure billings and formats comply with Judicial Conference requirements.
- Adhere to the requirement of the Court Reporter Management Plan of the District and maintain accurate, legible records, which are subject to audit.
- Complete record-keeping forms, documenting the information contained in reports, as well as maintain and safeguarding records until their disposition according to statutory requirements and Judicial Conference policy.
- Other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- Must possess at least one year of prime court reporting experience in the freelance field of service, in other courts or a combination thereof (e.g. depositions, adversary proceedings before a presiding official, grand jury proceedings).
- Must have qualified by testing for a listing on the registry of professional reporters as a Registered Professional Reporter (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification MUST be provided.
- Must be able to provide realtime reporting to judge and possess all necessary realtime equipment and software. Realtime certification is preferred, however, candidates who are capable of providing realtime and are actively working toward certification will also be considered.

ADDITIONAL SALARY INFORMATION

Level 1: \$94,510 (starting salary), plus transcription fees
Level 2: \$99,235 (starting salary + 5%), plus transcription fees; requires merit certification*
Level 3: \$103,961 (starting salary + 10%), plus transcription fees; requires realtime certification**
Level 4: \$108,686 (starting salary + 15%), plus transcription fees; requires realtime certification and merit certification
Level 5: \$113,412 (starting salary + 20%), plus transcription fees; requires realtime certification, merit certification, and longevity; current Federal Judiciary Official Court Reporters hired before 10/11/09 only and transferring with no break in service from another federal court

*Merit Certification (RMR): Registered merit reporter from NCRA

**Realtime Certification (CRR): Successful completion of a certified realtime exam by NCRA.

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for applicants to review upon request.
- Employees will be hired provisionally pending the results of a Federal Bureau of Investigation (FBI) background check.
- Employees of the United States District Court are excepted service appointments.
- Excepted service appointments are at will and can be terminated with or without cause by the Court.
- Travel and relocation expenses are not reimbursed.
- Employees are subject to mandatory electronic funds transfer for payroll deposits.

HOW TO APPLY

- Submit the following in a single pdf to HumanResources_OKED@oked.uscourts.gov
- Cover letter
- Resume
- Application Form AO-78 found on www.oked.uscourts.gov
- Contact information for three professional references

Application documents may also be mailed to:

U.S. District Court for the Eastern District of Oklahoma
Attention: Alisa Henin, HR Specialist
P.O. Box 607
Muskogee, OK 74401

Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS PACKAGE

- Federal Employee Retirement System
 - Thrift Savings Plan with 5% match
 - Flexible work schedule
 - Telework
 - Paid annual and sick leave
 - Paid federal holidays
 - Parking
 - On-site fitness facility
 - Health, dental, vision, and life insurance
 - Health and dependent reimbursement accounts
 - Visit www.uscourts.gov for more benefit information
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