

***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA**

Position Title: Official Court Reporter
Location: Muskogee, Oklahoma
Closing Date: March 27, 2020
Salary/Range: CR Level 1 – Level 4 (\$81,817 - \$94,089* + transcription fees)
**Actual salary based upon qualifications and experience.*

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States District Court for the Eastern District of Oklahoma. The Official Court Reporter is assigned to the judges of the District and is responsible for recording verbatim testimony of court sessions, or other proceedings as specified by statute, rule, or order of the Court. At the request of a party or by order of the Court, the Official Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference.

DUTIES AND RESPONSIBILITIES:

- 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.
- Provide transcripts within the time frames and at the applicable per page rate, in accordance with the regulations of the Judicial Conference.
- 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 QUALIFICATIONS AND REQUIREMENTS:

- Four years of court reporting experience;
- Successfully tested for listing on the registry of professional reporters of the National Court Reporters Association (NCRA);
- Skill in the use of computer-aided transcription equipment; and
- Possess and provide all necessary personal equipment and software.

***Merit and/or Realtime Certification preferred.**

Additional Requirements: The candidate must possess strong organizational, analytical, verbal and written communication skills, and must display a professional demeanor at all times. The candidate must maintain confidentiality and use sound judgment. The candidate must be able to balance the demands of varying workload responsibilities and deadlines.

ADDITIONAL SALARY INFORMATION:

Level 1: Starting salary

Level 2: Starting salary plus 5% (Requires Merit Certification.)

Level 3: Starting salary plus 10% (Requires Realtime Certification.)

Level 4: Starting salary plus 15% (Requires Realtime Certification and Merit Certification.)

Merit Certification: Registered Merit Reporter Certificate from NCRA.

Realtime Certification: Successful completion of a Certified Realtime Examination by NCRA, or equivalent exam.

BENEFITS:

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays; and periodic salary increases. Information about judiciary benefits can be found at www.uscourts.gov.

CONDITIONS OF EMPLOYMENT:

- Employees must be a United States citizen 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.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits. Travel and relocation expenses are not reimbursed.
- The Court reserves the right to amend or withdraw this announcement without written notice to applicants. Only applicants selected to receive an interview will be notified by phone or email.

HOW TO APPLY:

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at www.oked.uscourts.gov) to:

United States District Court for the Eastern District of Oklahoma
Attention: Bonnie Hackler, Chief Deputy Court Clerk
P.O. Box 607
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to:
bonnie_hackler@oked.uscourts.gov

Only applicants selected for an interview will be contacted.

**** **THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.** ****