

US District Court Northern District of Oklahoma
VACANCY ANNOUNCEMENT

ANNOUNCEMENT #: FY20-01
POSITION: Official Court Reporter (Realtime)
EMPLOYMENT TYPE: Full-Time, Permanent
LOCATION: Tulsa, OK
ANNUAL SALARY RANGE:
 Level 1: \$81,817
 Level 2: \$85,907 (Requires Merit Certification)
 Level 3: \$89,998 (Requires Realtime Certification)
 Level 4: \$94,089 (Requires Merit and Realtime Certification)
 Level 5: \$98,180 (Requires Merit, Realtime Certification, Longevity)
OPENING DATE: 02/05/2020
CLOSING DATE: Open until filled
STARTING DATE: To be determined

Job Summary/Representative Duties:

The Official Court Reporter is assigned to a team of reporters serving the Judges of the Northern District of Oklahoma and performs court reporting services for any judicial proceeding as may be required.

The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portion of the court record, to work well under pressure, and to work extended court and transcription production hours within strict time limitations. 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 of the United States. The incumbent must also comply with the Court's Court Reporter Management Plan and is prohibited from contract work outside of the Court

Minimum Qualifications

- At least four (4) years of prime court reporting experience in the freelance field of service, or in the courts, or a combination thereof.
- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.
- For Merit Certification: Registered merit report certificate from the National Court Reporters Association (NCRA) is required.
- For Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam is required.

Preference will be given to applicants who have passed a Certified Realtime Reporter (CRR) or Registered Merit Reporters (RMR) examination.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. An FBI fingerprint check/background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Judiciary employees serve under excepted appointments and are

considered “at will”. Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

Benefits:

A generous benefits package is available which includes a minimum of 10 paid holidays; paid annual and sick leave; health, life and long-term care insurance benefits; flexible benefits, a retirement plan, and a Thrift Savings Plan. Information about judiciary benefits can be found at www.uscourts.gov. Paid parking is also provided.

Application Information:

To apply for this position, qualified applicants should submit: 1) a cover letter which addresses, qualifications, skills, and experience necessary to perform the job duties; 2) a chronological resume including education, employment and salary history; 3) and Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found on the District Court’s website at www.oknd.uscourts.gov.

The documents can be emailed to okndhr@oknd.uscourts.gov or mailed to U.S. District Court, Northern District of Oklahoma, Attention: Human Resources, 333 West Fourth Street, Suite 411, Tulsa, OK 74103. Only applicants selected for an interview will be contacted. For questions regarding this announcement, please call 918-699-4841.

Additional information about the Federal Court Reporting Program can be found at www.uscourts.gov.

The United States District Court is an Equal Opportunity Employer.