

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

VACANCY ANNOUNCEMENT # FY 23-13 – OFFICIAL COURT REPORTER

Position Title:	Official Court Reporter
Employment Type:	Full-Time, Permanent
Location:	Tulsa, Oklahoma
Grade/Annual Salary Range:	Level 1: \$88,333 Level 2: \$92,749 (Requires Merit Certification) Level 3: \$97,166 (Requires Realtime Certification) Level 4: \$101,582 (Requires Merit and Realtime Certification)
Opening Date:	August 18, 2023
Closing Date:	Open Until Filled (to ensure consideration, apply by September 15, 2023)

POSITION OVERVIEW

This position is located in the Clerk’s Office of the United States District Court for the Northern 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.

DUTIES AND RESPONSIBILITIES

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;
- Successfully tested for listing on the registry of professional reporters of 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**

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States.
- A background check will be conducted.
- The position is subject to mandatory electronic fund transfer (direct deposit) for salary.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are excepted service appointments.

BENEFITS

Federal benefits include health, life, dental, vision, disability, and long-term care insurance plans, retirement, matching and tax-deferred Thrift Savings Plan, 11 paid holidays, partial telework available and periodic salary increases. Information about judiciary benefits can be found at www.uscourts.gov.

APPLICATION INFORMATION

To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#).

The documents can be emailed, in one pdf, to okndhr@oknd.uscourts.gov or mailed to U. S. District Court, Northern District of Oklahoma, Attention: Human Resources Office, Page Belcher Federal Building, 333 W. 4th Street, Suite 411, Tulsa, OK 74103. Questions can be directed to 918-699-4841.

GENERAL INFORMATION

Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this vacancy announcement or withdraw it without written or other notice.

The United States District Court is an Equal Opportunity Employer