

\*\*\*\*CAREER OPPORTUNITY\*\*\*\*



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

Position Title: Official Court Reporter  
Type: Full-Time Permanent  
Vacancy Number: 16-03  
Location: Oklahoma City  
Opening Date: May 18, 2016  
Closing Date: June 10, 2016  
Salary Range: Dependent upon qualifications and experience:  
CR Level 3 - \$83,303 (CRR);  
CR Level 4 - \$87,089 (CRR & RMR); and  
CR Level 5 - \$90,875 (current Federal Judiciary Court Reporters hired  
before 10/11/09 only)

**POSITION OVERVIEW:**

The U.S. District Court Clerk's Office for the Western District of Oklahoma is recruiting for an Official Court Reporter who is realtime certified. Official Court Reporters are appointed by and serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court. This position is assigned to the Clerk's Office and reports to the Clerk of Court or other designee of the Clerk's Office.

**REPRESENTATIVE DUTIES:**

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Provide realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide realtime feed for any judicial officer as directed, without charge.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- Provide transcription of digital audio records.

- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with all administrative duties assigned by supervisor and the Court.
- Travel to other divisional offices as necessary.
- Work as part of a team to serve all of the judges of the Court and be available to work irregular hours at the request of the Court.

**MINIMUM QUALIFICATIONS:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Must possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.
- Must be qualified by testing for listing on the registry of professional reporters (RPR) of the National Court Reporters Association (NCRA), or successful completion of an equivalent examination.

**ADDITIONAL MANDATORY QUALIFICATIONS:**

- Must be certified as having passed the National Court Reporters Association Certified Realtime Reporter (CRR) examination, or successful completion of an equivalent examination.
- Preference will be given to applicants holding a Certificate of Merit from the NCRA.

**CONDITIONS OF EMPLOYMENT:**

- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce realtime computer-aided transcription and printed copies of transcripts, including telephone and Internet service, computer equipment, software, printers and supplies.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Official Court Reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Western District of Oklahoma.
- Salary payments are subject to mandatory direct deposit.

**BENEFITS:** Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, participation in the Federal Employees Retirement System and Thrift Savings Plan, ten paid holidays, and the option to enroll in dental, vision, long-term care and long term disability.

**ADDITIONAL INFORMATION:** The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

As a condition of employment, the selected candidate will be subject to an FBI background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

Selected candidate will be subject to a one-year probationary period. All court employees are at-will and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level.

**APPLICATION INSTRUCTIONS:** Submit a **single** PDF document via e-mail to [hr@okwd.uscourts.gov](mailto:hr@okwd.uscourts.gov) that includes the following:

- A cover letter addressing your qualifications, skills, and experience;
- A resume, including a list of professional references;
- A completed Application for Federal Judicial Branch Employment (AO 78), (can be found at [http://www.okwd.uscourts.gov/wp-content/uploads/2015/01/AO\\_078.pdf](http://www.okwd.uscourts.gov/wp-content/uploads/2015/01/AO_078.pdf)); and
- Copies of applicable court reporter certifications (RPR, CRR, RMR and FCRR).

Vacancy No. 16-03  
Carmelita Reeder Shinn, Court Clerk  
United States District Court  
Western District of Oklahoma  
200 NW 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102

**An Equal Opportunity Employer**