

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – OFFICIAL COURT REPORTER FY # 25-02

BASIC INFORMATION

Position Title:	Official Court Reporter
Employment Type:	Full-Time, Permanent
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Job Classification/Grade:	CR Levels 1-5
Starting Salary / Range:	\$92,739 - \$111,286* annually, depending upon qualifications and experience, plus transcript fees established by the Judicial Conference <i>*Court Reporter (CR) Levels 1-5 in accordance with the 2024 Court Reporters' Rates of Pay.</i>
Opening Date:	November 7, 2024
Closing Date:	Open Until Filled** <i>**To ensure consideration, apply by November 22, 2024.</i>
Anticipated Report Date:	TBD

The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for the position of Official Court Reporter. The District Court is comprised of 11 judicial officers, their staff, and a Clerk's Office staff of 38 employees. Official Court Reporters are members of the Clerk's Office and report directly to the Clerk of Court or designee.

Whether launching or continuing a career in public service, this is a great place to work with competitive salaries and benefits and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

POSITION OVERVIEW

An Official Court Reporter is responsible for the verbatim reporting of proceedings, for the transcription of those proceedings upon request, and for filing required copies of transcripts with the Clerk of Court. Official Court Reporters must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan for the Northern District of Oklahoma.

Official Court Reporters are members of the Clerk's Office and report directly to the Operations Manager. Though Official Court Reporters are often paired with one district judge, reporting resources are pooled and Official Court Reporters are employed *en banc* throughout the district.

REPRESENTATIVE DUTIES / RESPONSIBILITIES

- Attend and record verbatim reporting of proceedings held before judicial officers as specified by statute, rule, or order of the Court, and provide transcripts of those proceedings upon request.
- Report all proceedings using electronic machine shorthand equipment which produces an electronic

storage media capable of translation and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.

- 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.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- 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.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Display realtime transcript to the Bench.

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 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.**

COMPENSATION

Official Court Reporters are paid an annual salary as below, depending on qualifications and experience, plus transcript fees established by the Judicial Conference.

- Level 1: \$92,739 (starting salary), plus transcript fees
- Level 2: \$97,375 (starting salary + 5%), plus transcript fees; requires merit certification♦
- Level 3: \$102,013 (starting salary + 10%), plus transcript fees; requires realtime certification♦♦
- Level 4: \$106,650 (starting salary + 15%), plus transcript fees; requires realtime certification and merit certification

- Level 5: \$111,286 (starting salary + 20%), plus transcript fees; requires realtime certification, merit certification, and longevity; current Federal Judiciary Official Court Reporters hired before 10/11/09 only and transferring without a break in service from another federal court

◆ Merit Certification (RMR): Registered merit reporter certificate from NCRA

◆◆ Realtime Certification (CRR): Successful completion of a certified realtime examination by NCRA

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at-will”, and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan(401K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

APPLICATION INFORMATION / HOW TO APPLY

Qualified applicants should submit **one PDF document** that contains:

1. a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties;
2. a current/detailed chronological resume;
3. a photocopy of any Registered Professional Reporter Certificate, Registered Merit Reporter Certificate, and/or Certified Realtime Reporter Certificate;
4. a list of three professional references including current contact information; and
5. a completed and signed Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The Optional Background Information on Page 5 of the application is not required for this position.

The application packet must be submitted ELECTRONICALLY, no exceptions, to okndhr@oknd.uscourts.gov. Questions can be directed to 918-699-4841.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for an interview. Participation in the interview process will be at the applicant’s expense and relocation expenses will not be provided.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. More than one vacancy may be filled under this announcement.

The United States District Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

POSITION: Official Court Reporter, Full-Time

LOCATION: Tulsa, Oklahoma

STARTING LEVEL: Level 1: \$92,739.00 – Level 5: \$111,286
(depending on qualifications and experience)

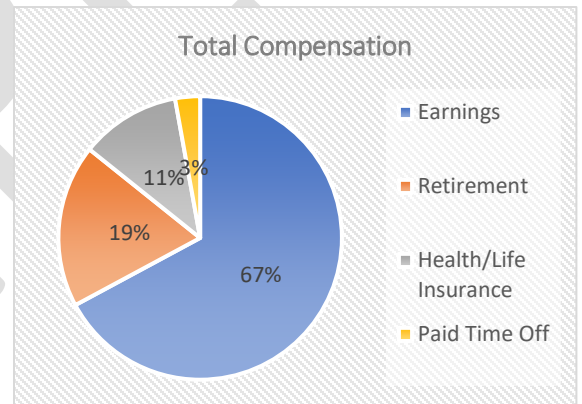
SALARY: \$100,000.00 per Annum (estimate)

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS

\$100,000.00

Retirement Benefits	\$27,700.00
Health/Life Insurance	\$16,999.58
Holidays	\$4,230.78



TOTAL EMPLOYER CONTRIBUTIONS \$48,930.36

Employer contributions represent 32.85 % of total compensation

TOTAL COMPENSATION \$148,930.36

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---------------------|
| ❖ Paid Holidays | 11 federal holidays |
|-----------------|---------------------|
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ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)