

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA**

****Career Opportunity****

TITLE: Court Reporter
SALARY: Starting at \$73,380 - \$84,387 plus benefits
OPEN DATE: December 21, 2012
CLOSING DATE: Open Until Filled

QUALIFICATIONS:

- The qualifications of a court reporter are determined by the Judicial Conference (28 U.S.C. §753 (a)).
- Must possess a minimum of at least four years of prime court reporting experience in the free lance field of service, or in other courts, or a combination thereof.
- Qualified by testing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination.
- Real time court reporting experience required. Real time certification preferred.

DUTIES:

- A court reporter records testimony verbatim for civil and criminal court proceedings.
- At the request of a party or by order of the court, provides transcripts within the time and cost requirements of the Judicial Conference.
- Court reporters must adhere to the requirements set out in the Court Reporter Management Plan.
- Court reporters must maintain accurate, legible records which are auditable; and maintain and safeguard records until they are disposed of according to statutory requirements and Judicial Conference policy.
- Court Reporters are employed by the court en banc.

HOW TO APPLY: Applicants must submit an updated application/resume and cover letter to:

U.S. District Court
333 W. 4th Street, Room 411
Tulsa, OK 74103
Attn: Court Reporter Vacancy

****EQUAL OPPORTUNITY EMPLOYER****