

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT

To apply, follow the application procedures at the Office of Personnel Management's website: <http://jobaps.com/ok>, OR if you are a current State employee or have reinstatement rights, please apply at <http://www.jobaps.com/OK/promo.asp> prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596

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ANNOUNCEMENT NUMBER: **2018-31/LM** OCC PIN NUMBER(S): **18500146** NO OF VACANCIES: **1**
JOB TITLE: **COURT REPORTER** CODE: **E14A** PAY BAND: ***** ANNUAL SALARY: **\$39,160.00 base+ statutory**
POSTING DATE & TIME: **September 8, 2017** **8:00 a.m.**
CLOSING DATE & TIME: **September 22, 2017** **4:30 p.m.**
FLSA LISTING: **__** EXEMPT **X** NON-EXEMPT EEOC: **Admin Support**
IMMEDIATE SUPERVISOR: **Jacqueline Miller, Deputy Administrative Law Judge**
LOCATION OF WORK: **Judicial and Legislative Services, Jim Thorpe Building**
Oklahoma City, Oklahoma

MINIMUM QUALIFICATIONS:

Requirements consist of Statutory Requirements 20 O.S. 1981 Section 106.3 (B): Incumbents must be certified or licensed by the State Board of Examiners of Official Shorthand Reporters; or if no certified or licensed reporters are available, an acting shorthand reporter temporarily certified by the Chief Justice of the Supreme Court may be employed for a period not to exceed a maximum of twelve months.

TYPICAL FUNCTIONS:

- Takes verbatim recordings of all court proceedings held before the Corporation Commission, as well as hearings before trial examiners and referees of the Commission.
- Types transcriptions of the recordings and maintains files of transcripts and exhibits.
- Maintains complete records of hearing dockets before all courts of the Commission.
- Prepares case-made records of testimony, pleadings, exhibits and all evidence filed and introduced for appeal to the Oklahoma Supreme Court, as well as Federal Commissions.

APPLICANT SOURCE: ALL SOURCES