

**\*\*\*REANNOUNCEMENT\*\*\***

**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

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 28, 2017 8:00 a.m.  
CLOSING DATE & TIME: October 12, 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**