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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

LOCATION OF EMPLOYMENT: Second Judicial District

CLASSIFICATION AND GRADE: **Official Court Reporter**
GRADE 25 / A
\$20.253 per hour

JOB DUTIES: Highly responsible work in recording and accurately transcribing verbatim testimony of judicial trials, conferences, and hearings.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school, or equivalence including coursework in typing and steno-type operation. Computer-aided transcription experience preferred. Applicant must possess the Kansas Certified Shorthand Reporter certificate issued in compliance with applicable Supreme Court rules.

DESIRED ABILITIES: Possess knowledge of hearings and trial procedures; and methods of recording verbatim testimony under difficult conditions. Computer experience, and RPR certification preferred.

SEND APPLICATION TO: Jane Shehi, Chief Clerk
2nd Judicial District
PO Box 129
Westmoreland, KS 66549
785-457-3392

APPLICATION DEADLINE: Applications will be taken until filled.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, taking an examination, or in interviewing. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch.