

X Open
X Promotion
X Transfer

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
EIGHTH JUDICIAL DISTRICT**

DATE: December 3, 2008

LOCATION OF EMPLOYMENT: Eighth Judicial District
(Dickinson, Geary, Marion and Morris)

CLASSIFICATION AND GRADE: Official Court Reporter
Position No: K0063426
Grade 25, Step A
\$1,620.24/Bi-Weekly

JOB DUTIES: Work involves performing highly difficult work in taking and accurately transcribing verbatim testimony at state judicial trials, hearings and conferences. Work entails full responsibility for preparation of a complete and accurate report of proceedings, which may involve highly technical terminology used in a number of different fields. Notes are taken at a high rate of speed and may not be transcribed until some period of time has elapsed. Work is performed in accordance with procedures established by a judge and is reviewed upon completion for accuracy and content.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school, including or supplemented by courses in typing and stenotype operation, and three years experience in typing and taking high speed dictation through the use of a stenotype machine.

NECESSARY SPECIAL REQUIREMENT: Certificate as a Certified Reporter issued in compliance with applicable Supreme Court Rules.

SEND APPLICATION and RESUME TO: Cecil Aska
Court Administrator
Geary County Courthouse
138 E. 8th / P.O. Box 1147
Junction City, KS 66441
(785) 762-5221 ext 1445

APPLICATION DEADLINE: **Until position is filled**

Applications may be obtained off the Internet by going to www.kscourts.org and clicking on the "Humans Resources" link.

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. Please contact Cecil Aska at the above number or by TDD through the Kansas Relay Center at (800) 766-3777 to report your needs.