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KANSAS JUDICIAL BRANCH NOTICE OF EMPLOYMENT OPPORTUNITY

Date of Notice: Tuesday, May10, 2016

Position Title and Salary: **Official Court Reporter**
Position No. K0061095
Pay Grade 25 - \$20.658/hr., \$42,969 per year (For transfer positions see KCPR 5.20c. - 4.9 a.&b.)

Location of Employment: Eleventh Judicial District
Primary duty station – Parsons Division

Job Duties: Highly responsible work recording judicial proceedings at high rates of speed and preparing verbatim transcripts of jury trials, motion hearings, conferences, and dockets. Storage and logging of exhibits and maintaining electronic backup storage of proceedings is required. Assignment includes working in criminal, civil, probate, juvenile, and domestic cases as needed.

Required Education & Experience: High School diploma is required, or equivalent and formal training in machine shorthand or voice-writing program. Must possess a Kansas Certified Court Reporter (CCR) certificate or equivalent, or be qualified to apply for the Kansas certificate.

Preferred Experience Includes: Computer-aided transcription experience, good communication and English skills, self-motivated, and organized individual preferred

Send Application & Resume to: Mac Young, District Court Administrator
Crawford County Judicial Center
602 N. Locust
Pittsburg, KS 66762
ccsamac@11thjd.org

THE JUDICIAL BRANCH IS AN EEO / AA / ADA / EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. 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. Please contact Mac Young at (620) 232-2460 or by TDD through the Kansas Relay Center at (800) 766-3777.