

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
Fourteenth Judicial District, District Court, Montgomery and Chautauqua Counties**

**Date:** February 6, 2019

**Position Title and Salary:** Official Court Reporter  
Position No. K0072622  
Grade 33/A - \$21.70 per hour  
For transfer positions see KCPR 5.20 c. and 4.9 a. and b.

**Location of Employment:** 14<sup>th</sup> Judicial District Court, Montgomery County, Kansas

**Closing Date:** Until Filled

**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. The work entails full responsibility for the preparation of accurate transcripts of proceedings which may involve technical terminology. Storage and logging of exhibits and maintaining electronic backup storage of proceedings is required. Assignment includes working in criminal, civil, probate, domestic, juvenile as needed throughout a two county district.

**REQUIRED EDUCATION & EXPERIENCE:**

High school diploma or equivalent, and formal training in a machine shorthand program. Applicants must possess a Kansas Certified Court Reporter (CCR) certificate or equivalent, or be qualified to apply for the Kansas certificate.

**DESIRED ABILITIES:**

Computer-aided transcription experience, good communication and English skills, self-motivated and organized individual preferred.

**SEND APPLICATION TO:** Nancy S. Jones, Chief Clerk  
Montgomery County Judicial Center  
300 East Main Street, Suite 201  
Independence, KS 67301  
[njones@14jd.org](mailto:njones@14jd.org)

**STATE JUDICIAL APPLICATION FORM REQUIRED:**

The application form is available at <http://www.kscourts.org/pdf/application.pdf>.

The successful candidates will be required to undergo a comprehensive criminal background check. The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. TDD users may call through the Kansas Relay Center at 800-766-3777.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**