

Open ____
Transfer ____
Promotion _____

**UNIFIED JUDICIAL SYSTEM
NOTICE OF EMPLOYMENT OPPORTUNITY
Tenth Judicial District, Johnson County District Court**

DATE: February 15, 2018

POSITION NO.: K0058426 – Part-time

LOCATION OF EMPLOYMENT: Johnson County Courthouse
100 North Kansas Avenue
Olathe, Kansas 66061

CLASSIFICATION AND GRADE: Official Court Reporter
Grade 25/A - \$21.17 per hour
\$22,021 per year

DUTIES:

Highly responsible work recording judicial proceedings at high rates of speed and transcribing the same verbatim. The work entails full responsibility for the preparation of accurate transcripts of proceedings which may involve technical terminology. All equipment is provided. Reporter must have CAT software and yearly support fee will be provided. Reporters must be willing to stream realtime to judges when requested. There is no realtime certification requirement. Will be required to report in a semi-pool situation in civil, family, criminal, juvenile and CINC courts.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma is required, or equivalent, and formal training in a machine shorthand program. Must have CAT software. Applicants must possess the Kansas CSR certificate issued in compliance with applicable Supreme Court Rules.

DESIRED ABILITIES:

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

SEND APPLICATIONS TO: Abby Ryan
Johnson County Courthouse
100 North Kansas
Olathe, Kansas 66061
Abby.Ryan@jocogov.org

APPLICATIONS ACCEPTED: Until filled
APPLICATION SITE: <http://www.kscourts.org/pdf/application.pdf>

The Kansas Judicial Branch is an EEO/AA Employer.