

Open, Transfer

UNIFIED JUDICIAL SYSTEM  
NOTICE OF EMPLOYMENT OPPORTUNITY  
17<sup>th</sup> Judicial District,  
Decatur, Graham, Norton, Osborne, Phillips or Smith County

**Date:** September 2, 2020

**Location of Employment:** Decatur, Graham, Norton, Osborne,  
Phillips or Smith County

**Position Title & Salary:** Official Court Reporter  
Grade 33 / Step A  
\$21.703 per hour/\$45,142 annually  
(For transfer positions see KCPR 4.9 a.&b.)

**Job Duties:** Highly responsible work recording judicial proceedings at high rate 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.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:  
<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

SEND APPLICATIONS TO: Hon. Preston A. Pratt, Chief Judge  
P.O. Box 70  
Norton, KS 67654  
785-877-5770

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

**THE UNIFIED JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.** THE AMERICAN WITH DISABILITIES ACT ENSURES YOUR RIGHT TO REASONABLE ACCOMMODATIONS DURING THE EMPLOYMENT PROCESS. A REQUEST FOR ANY ACCOMMODATIONS WILL NOT AFFECT YOUR OPPORTUNITY FOR EMPLOYMENT WITH THE JUDICIAL BRANCH. IT IS YOUR RESPONSIBILITY TO MAKE YOUR NEEDS KNOWN TO THE JUDICIAL BRANCH BY CALLING JANELLE K. MOREL AT 785-877-5720 OR BY TDD THROUGH THE KANSAS RELAY CENTER AT 1-800-766-3777.

