

**KANSAS JUDICIAL BRANCH NOTICE OF
EMPLOYMENT OPPORTUNITY
18th Judicial District, District Court, Sedgwick County, Kansas**

Open
Promotional
Transfer

Date Open: Wednesday, October 21, 2020

Position Title and Salary: **OFFICIAL COURT REPORTER**
Grade 33 / Step A
\$46,272 Annually

Position Number: K0058916

Location of Employment: For assignment in the 18th Judicial District
District Court, Wichita, Kansas

Job Duties:

Highly responsible work recording judicial proceedings at high rates of speed and preparing verbatim transcripts of any and all hearings when requested. The work entails full responsibility for the preparation of accurate transcripts of proceedings which may involve technical terminology. Maintaining electronic backup storage of proceedings is required. Available for assignment to any court within the District.

Required Education and Experience:

High school diploma or equivalent and MUST have completed formal training in machine shorthand or voice writing program. MUST possess a Kansas Certified Reporter CCR certificate or equivalent.

Desired Abilities:

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

Submit Applications to: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, KS 67203
FAX: 316-941-5361

Telephone inquiries may be directed to: District Court Administration (316)660-5803

Application can be found at: <http://www.dc18.org/> - select "Careers" under the Resources tab

Applications will be accepted: Until Filled

**SUBJECT TO APPROVAL OF CHIEF JUSTICE
THE KANSAS JUDICIAL BRANCH DOES NOT DISCRIMINATE ON THE BASIS OF
RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. THE
KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**