

- ✓Promotion
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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
TWENTIETH JUDICIAL DISTRICT**

DATE: October 19, 2020

LOCATION OF EMPLOYMENT: Twentieth Judicial District, Great Bend, KS

CLASSIFICATION AND GRADE: Official Court Reporter, Position Number: K0060519

STARTING SALARY: Grade 33, Step A, \$46,272 Annually. (\$50,950 after one-year probationary period)

POSITION 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, probation, juvenile, and domestic cases as needed in the judicial district.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school or equivalency, 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.

ADDITIONAL DESIRABLE QUALIFICATIONS: Computer-aided transcription experience, good communication and English skills, a self-motivated, organized individual preferred.

SEND APPLICATIONS TO: Sabrina Chism
District Court Administrator
1400 Main, Rm 306
Great Bend, KS 67530
Email address: scbtdistcrt@cpcis.net

All applicants must submit a completed Judicial Branch application. Application can be obtained off the Judicial Branch Website: <https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>.

APPLICATION DEADLINE: Application accepted until position is filled.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

The Americans Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. TDD users may call the Kansas Relay Center at 800-766-3777.