

- Open
- Transfer
- Promotion

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
TWENTY-FIRST JUDICIAL DISTRICT**

CLASSIFICATION, SALARY and LOCATION OF EMPLOYMENT:

**Official Court Reporter** Position – Riley County Courthouse, Manhattan, KS  
Grade 33 (\$1,779.68 – \$2,271.44 bi-weekly), plus transcript income and excellent benefits.  
*Writer and software provided.* Position # K0069726

**JOB DUTIES:** Duties involve performing highly difficult work in taking and accurately transcribing verbatim testimony at judicial trials, hearings, and conferences. Work entails full responsibility for proceedings which may involve highly technical terminology used in a number of different fields. Notes are taken at a very high rate of speed through the use of stenotype machines and may not be transcribed until some period of time has elapsed. Additional duties include routine administrative, advanced secretarial and clerical duties for a district judge. Work is performed in accordance with procedures established by the Chief Judge and is reviewed upon completion for accuracy and content.

**REQUIREMENT** Must be a Kansas Certified Court Reporter (or be able to obtain a temporary certificate issued in compliance with applicable Kansas Supreme Court Rules).

**DESIRABLE QUALIFICATIONS:** Experience with Microsoft Office software. Additional RPR or CRR certification preferred.

KANSAS JUDICIAL BRANCH APPLICATION REQUIRED:

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

APPLICATION DEADLINE: Accepted until position is filled.

SEND APPLICATION TO: DaLanna Nichols  
Court Administrator  
100 Courthouse Plaza  
Manhattan, KS 66502  
(785) 537-6363

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for 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. Please contact DaLanna Nichols at (785) 537-6363 or by TTY at Center at (800) 766-3777.

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