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**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: November 9, 2020  
Classification and Salary: Transcriptionist  
Grade 16, Step A  
\$14.701 per hour/\$1176.08 biweekly

Location of Employment: **26<sup>th</sup> Judicial District**  
Seward, Stevens, Morton, Stanton, Grant and  
Haskell Counties

**Job Duties:** Produce accurate transcripts of judicial proceedings from both tape and digital recordings as requested. Certify correctness of transcripts prepared. Process transcript requests and engage in written correspondence with requestors, including demand letters. Maintain records and filing systems to facilitate storage and retrieval of transcripts prepared. This is responsible, detailed work preparing certified copies of court proceedings. May occasionally perform some duties of a trial court clerk. Work performed under the supervision of the Clerk of the District Court.

**Required Education and Experience:** Graduation from high school or equivalent, supplemented by courses in typing, and two years of experience as a typist including at least one year of court-related experience. Knowledge of the format and requirements of transcript preparation is desired. Skill in the operation of office equipment such as a computer, typewriter, copier, fax machine and multi-user phone system. Experience with computer programs, including Microsoft Word, Excel, and Adobe Acrobat a must. Ability to understand and follow oral and written instructions and establish and maintain effective relationships with other employees.

**Send Applications to:** Koleen Nosekabel  
Chief Clerk  
Haskell County District Court  
P.O. Box 146  
Sublette, Kansas 67877  
620-675-2671

**Application Deadline:** Open until filled.

Applications may be obtained at: <http://www.kscourts.org/pdf/application.pdf>

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 Koleen Nosekabel at 620-675-2671 or by TDD at 1-800-766-3777

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER