

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Second Judicial District, District Court, Pottawatomie County, Kansas

Date: October 16, 2020
Position Number: K0059937
Position Title and Salary: Official Court Reporter
Grade 33/A - \$22.246 per hour/\$46,272 per year
Employment Location: 2nd Judicial District, Pottawatomie County District Court,
Westmoreland, Kansas
Closing: Until Filled

JOB 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. Transcription from digital recordings as needed. Assignment includes working in criminal, civil, probate, juvenile, and domestic cases as needed.

REQUIRED EDUCATION & EXPERIENCE:

High school diploma or equivalent, and formal training in machine shorthand. Must possess a Kansas Certified Court Reporter (CCR) certificate or equivalent or be qualified to apply for the Kansas certificate. Real time training is preferred.

DESIRED ABILITIES:

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

SEND APPLICATION TO: Sara Helget, Clerk of District Court
Pottawatomie County Courthouse
108 North 1st Street
PO Box 129
Westmoreland, KS 66549-0129
shelget@pottcodc.com
(785) 457-1540

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

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

The Americans with 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 in completing the application form, in taking an examination, or in interviewing. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch.