

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
Third Judicial District, District Court, Shawnee County, Kansas**

**Date:** October 18, 2020

**Position Title and Salary:** Official Court Reporter  
Grade 33/A - \$22.246 per hour

**Employment Location:** 3rd Judicial District Court, Shawnee County, Topeka, Kansas

**Closing Date:** 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. 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 or voice writing program. Must possess a Kansas Certified Court Reporter (CCR) certificate or equivalent, or be qualified to apply for the Kansas certificate.

**DESIRED ABILITIES:**

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

**SEND APPLICATION TO:** Lea Dawn Welch, Court Administrator  
Shawnee County Courthouse  
200 East 7<sup>th</sup> Street, Room 406  
Topeka, Kansas 66603  
lwelch@shawneecourt.org

Telephone inquiries directed to: Jennifer Olsen, Managing Court Reporter  
785-251- 6760

**STATE JUDICIAL APPLICATION FORM IS REQUIRED:**

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

The successful candidates will be required to undergo a comprehensive criminal background check. The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. TDD users may call through the Kansas Relay Center at 800-766-3777. THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER