

KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
6TH JUDICIAL DISTRICT

Open x
Transfer x

DATE: June 10, 2020

LOCATION OF EMPLOYMENT: Miami County District Court
 120 S. Pearl St.
 Paola, KS 66071

POSITION TITLE AND SALARY: Official Court Reporter
 Full-time
 Grade 33 – Step A
 \$21.70 per hour

POSITION DUTIES: Highly responsible work in recording and transcribing verbatim reports of judicial trials, conferences, and hearings. Maintaining electronic backup storage of proceedings is required. Must be available for assignment to any court within the district and may be assigned to another district by departmental justice.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school, including or supplemented by courses in typing and stenotype operation, and three years experience in typing and taking high speed dictation through the use of a stenotype machine. Certificate as a Certified Reporter issued in compliance with applicable Supreme Court Rules.

NECESSARY SPECIAL REQUIREMENT: Certificate as a Certified Reporter issued in compliance with applicable Supreme Court Rules.

APPLICATION: All applicants must submit a completed Judicial Branch application, which may be obtained at <http://www.kscourts.org/pdf/application.pdf> or from any District Court location in the State of Kansas. A resume may be attached to the application, however, shall not be used as a substitute for the application.

SEND APPLICATION TO: Stephanie Gerken
 Chief Clerk
 120 S. Pearl
 Paola, Kansas 66071
 (913)294-4374

APPLICATION DEADLINE: OPEN UNTIL FILLED

The Americans with Disabilities Act ensures your right to reasonable accommodation during the employment process. A request for an accommodation will be affect your opportunities for employment with the Judicial Branch.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER