

KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
THIRTY-FIRST JUDICIAL DISTRICT

Open ___
Transfer ___

DATE: May 3, 2019

LOCATION OF EMPLOYMENT: Allen County District Court, Iola, Kansas

POSITION TITLE AND SALARY: Official Court Reporter
Grade 33, Step A
\$46,272 Annually

JOB DUTIES: Responsibilities include performing highly challenging work recording, sometimes reading back and accurately transcribing verbatim testimony at judicial trials, hearings and conferences. Preparing correspondence and other legal paperwork for the judge.

REQUIRED EDUCATION & EXPERIENCE: Graduation from high school, or equivalence including coursework in typing and steno-type operation. Certification as a Certified Shorthand Reporter issued in compliance with applicable Kansas Supreme Court rules.

SEND APPLICATIONS TO: Dina L. Morrison Chief Clerk
31st Judicial District
1 N Washington, Room B.
Iola, KS 66749
dmorrison@31jd.org

STATE JUDICIAL APPLICATION FORM REQUIRED! <http://www.kscourts.org/pdf/application.pdf>

APPLICATION DEADLINE: UNTIL FILLED.

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 an 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. TDD users call 711.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER