

Promotional _____
Open ___X___
Transfer ___X___

KANSAS JUDICIAL BRANCH NOTICE OF EMPLOYMENT OPPORTUNITY

Date of Notice: Friday, December 1, 2017

Application Deadline: Open Until Filled

Position Title/Salary: Official Court Report
Position No. K0043537
Pay Grade 33 - \$\$21.703 hourly, \$45,142 annually
(For transfer positions see KCPR 5.20c. – 4.9 a.&b.)

Location of Employment: 19th Judicial District
Primary duty station – Winfield/Arkansas City

Job Duties: Highly responsible work recording judicial proceedings at high rate 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 is required, 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.

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

Send Application & Resume to: Nicholas St. Peter, Chief Judge
Cowley County Courthouse
311 East 9th Avenue
PO Box 472
Winfield, Kansas 67156
nstpeter@cowleycourt.com

THE JUDICIAL BRANCH IS AN EEO/AA/ADA/EMPLOYER

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. Please contact Cheryl Wilson at (620)221-5480 or by TDD through the Kansas Relay Center at (800)766-3777.