



## Notice of Employment Opportunity

**Position number:** K0069726

**Location of Employment:** 21<sup>st</sup> Judicial District, Riley County, Kansas 66502

**Position/Salary and Benefits:** Official Court Reporter, grade 36, \$59,864.64 annually

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](https://ks.gov/state-employment-center/benefits)

**Job Duties:** Highly responsible work in verbatim reporting of judicial proceedings at high rates of speed and preparing verbatim transcripts as required. Must prepare a complete and accurate report of proceedings and maintain electronic backup storage of such proceedings. Must keep all exhibits in possession until otherwise requested by the court, includes other administrative duties as assigned by the chief judge or designee. All work performed in accordance with procedures established by the district judges and chief clerk administrator and is reviewed upon completion for accuracy and content.

**Required education and experience:** High school diploma or equivalent, and formal training in machine shorthand or voice writing program. Experience with using computer equipment and no fear of technology. Must possess a Kansas Certified Court Reporter certificate (or are eligible to obtain a temporary certificate) in compliance with applicable Kansas Supreme Court rules.

**Application deadline:** Open until filled.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for accommodation will not affect your opportunities for employment with the Judicial Branch. If you wish to request an ADA accommodation, please contact [ada@kscourts.org](mailto:ada@kscourts.org) or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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