



Notice of Employment Opportunity

Position number: Multiple

Position Title and Salary: Official Court Reporter, Grade 36, \$29.07 hourly

Location of Employment: 18th Judicial District, 525 N Main, Wichita, KS 67203

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

Job Duties: Highly responsible work recording judicial proceedings at high rates of speed and preparing verbatim transcripts of all hearings when requested. The work entails full responsibility for the preparation of accurate transcripts of proceedings which may involve technical terminology. Maintaining electronic backup storage of proceedings is required. Available for assignment to any court within the district.

Required Education and Experience: High school diploma or equivalent and MUST have completed formal training in machine shorthand or voice writing program. MUST possess a Kansas Certified Reporter CCR certificate or equivalent.

Desired Abilities: Computer-aided transcription experience, good communication and English skills, self-motivated, organized individual preferred. Realtime writing is strongly preferred.

Applications are accepted 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. It is your responsibility to make your needs known to the Judicial Branch by calling 316-660-5803 or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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