



Notice of Employment Opportunity

Position number: K0048542

Position Title and Salary: Transcriptionist, grade 23, \$20.47 hourly

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

Kansas Judicial Branch Benefits: [State Employment Center - Benefits \(ks.gov\)](#)

Job Duties: Produce accurate transcripts of electronically-record judicial proceedings. Certify correctness of transcripts prepared. Process transcript requests and engage in written correspondence with requestors. Maintain records and filing systems to facilitate storage and retrieval of transcripts prepared. Will also perform some administrative duties as assigned under the supervision of the Court Administrator.

Required Education and Experience: Graduation from high school or equivalent and at least one year of court-related experience. One to two years' experience as a typist, **strong editing and punctuation skills**, including knowledge of the format and requirements of transcript preparation preferred. Experience with computer programs, including Microsoft Word, Excel, and Adobe Acrobat a must. Ability to understand and follow oral and written instructions and establish and maintain effective relationships with other employees.

Preferred candidate would be currently enrolled in court reporting school or have completed court reporting school and currently preparing for the court reporter examination. This position is specifically designed for a student preparing for a court reporting career. The design and expectation of this position would be for candidate to prepare to transfer from a Student Transcriptionist to an Official Reporter position. Maintaining this position beyond one year will be contingent upon progress made in transition to an Official Reporter.

Applicant will be required to prepare a three-minute transcription at the time of interview to demonstrate transcription and editing skills.

Application deadline: open until filled

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 to the Judicial Branch at ada@kscourts.org or by TAD through the Kansas Relay Center at 800-766-3777 or 711.

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