



## Notice of Employment Opportunity

Position number: K0219208

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

Location of Employment: 18<sup>th</sup> Judicial District, Wichita, KS 67203

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

**Job Duties:** Produce accurate transcripts of electronically-recorded 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 are a necessity**. 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.

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

### **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](mailto:ada@kscourts.org) or by TAD through the Kansas Relay Center at 800-766-3777 or 711.

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