

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
18th Judicial District, District Court, Sedgwick County, Kansas**

Open
Promotional
Transfer

Date Open: Wednesday, July 12, 2017

Position Title and Salary: **OFFICIAL COURT REPORTER**
Grade 25 / Step A
\$44,042 Annually

Position Number: K0074777

Location of Employment: For assignment in the 18th Judicial District
Juvenile Department
District Court, Wichita, Kansas

Job Duties:

Highly responsible work recording judicial proceedings at high rates of speed and preparing verbatim transcripts of any and all hearings when requested. Storage and logging of exhibits and 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. Must have had formal training in machine shorthand or voice writing program. Must possess a Kansas Certified Court Reporter (CCR) certificate or be able to obtain a temporary certificate issued in compliance with applicable Kansas Supreme Court Rules.

Required Abilities:

Computer-aided transcription experience, good communication and English skills.
Self-motivated, organized individual preferred. Must be willing to learn to write realtime.

Submit Application and Resume to: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, KS 67203
FAX: 316-941-5361

Telephone inquiries may be directed to: Norma Wegerle, 316-660-5682

Application can be found at: <http://www.dc18.org> - select "Employment Opportunities" link

Applications will be accepted: Until Filled

**SUBJECT TO APPROVAL OF CHIEF JUSTICE
THE KANSAS JUDICIAL BRANCH DOES NOT DISCRIMINATE ON THE BASIS OF
RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.
THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**