

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
TWENTY-FIRST JUDICIAL DISTRICT**

CLASSIFICATION, SALARY and LOCATION OF EMPLOYMENT:

Official Court Reporter Position – Riley County Courthouse, Manhattan, KS
Grade 36 (\$2,037.52 – \$2,603.52 bi-weekly), plus transcript income and excellent benefits.
Writer and software provided. Position # K0108944

JOB DUTIES: Highly responsible work recording judicial proceedings at high rates of speed and preparing verbatim transcripts of jury trials, motion hearings, conferences, and dockets. Storage and logging of exhibits and maintaining electronic backup storage of proceedings is required. Assignment includes working in criminal, civil, probate, juvenile, and domestic cases as needed.

REQUIREMENT: High school diploma or equivalent, and formal training in machine shorthand or voice writing program. Must possess a Kansas Certified Court Reporter (CCR) certificate or equivalent or be qualified to apply for the Kansas certificate.

DESIRABLE QUALIFICATIONS: Computer-aided transcription experience, good communication and English skills, and self-motivated, organized individual preferred.

KANSAS JUDICIAL BRANCH APPLICATION REQUIRED:
<https://kscourts.applytojob.com/apply/azSvz12n1/Official-Court-Reporter-21st-Judicial-District?referrer=20220428160029EFAMEHTUYMANGZHQ>

APPLICATION DEADLINE: Accepted until position is filled.

REFER QUESTIONS TO: DaLanna White
Court Administrator
100 Courthouse Plaza
Manhattan, KS 66502
(785) 537-6363

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. TDD users may call through the Kansas Relay Center at (800) 766-3777 or 711.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER