

**NOTICE OF POSITION VACANCY
DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS**

January 10, 2018

Location of Employment: Wyandotte County District Court
710 North 7th Street
Kansas City, Kansas 66101

Classification & Salary: **Official Court Reporter**
Grade 25 / Step A
\$1,693.96 Bi-weekly / \$44,043.00 Annually

Position Numbers: K0054006 and K0077462

Start Date: Subject to approval of the Kansas Supreme Court.

Job Duties: This is highly responsible work in verbatim reporting of trials and hearings at high rates of speed. The work entails full responsibility for preparation of verbatim transcripts of proceedings, which may involve technical terminology. This position is fully responsible for keeping all exhibits in its possession until such time as requested by the Court, attorneys, or parties involved in such litigation. Other duties as assigned by the Judge of the division. **Case CATalyst software and a Luminex steno machine are provided for the court reporter.**

Required Education & Experience:

- 1) High School Diploma, supplemented by a course in stenographic reporting or voice-writing reporting.
- 2) Experience in taking high-speed, verbatim dictation through the use of a stenotype machine or voice-writing equipment.
- 3) Certification as a Certified Court Reporter per Kansas Supreme Court Rules is required.

Submit Applications to: Office of the Court Administrator
Wyandotte County Courthouse
710 N. 7th Street, 3rd Floor
Kansas City, Kansas 66101

Application Deadline: **Applications accepted until position is filled.**

Fax Application and/or Resume to: (913) 281-4354
E-mail Application or Resume to: Ishriver@wycokck.org

Telephone Inquiries may be directed to: (913) 573-2940

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. Please contact William J. Burns Jr. at (913) 573-2940.

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