

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

Open

Promotional

Transfer

Date: Friday, January 4th, 2019

Position Number: K0061487

Position Title and Salary: **ADMINISTRATIVE ASSISTANT**
Grade 18 / Step A
\$31,292 Annually

Location of Employment: District Court Administrative Office (11th Floor)

Job Duties:

This is an exempt employee who is responsible for complex administrative work. Work requires sensitivity and confidentiality of matters handled. Work requires the exercise of a high degree of initiative, independent judgment, and discretion in handling delegated administrative details and the performance of various clerical and payroll/benefit duties. Teamwork and ability to be flexible in a small office is essential.

Required Education, Experience and Qualities

- High school graduate or equivalent and two years experience in office clerical work, preferably in a legal environment.
- Knowledge, ability, and proficient skill in use of MS Office Suite – especially Word and Excel
- Excellent attendance
- Typing 45 wpm

Additional Desired Qualifications:

- Knowledge of business English, modern office practices, procedure and methods
- Knowledge of Kansas Court Personnel Rules and SHARP payroll system
- Ability to follow written and oral instructions
- Ability to prioritize and multi-task
- Business communication skills, both written and oral
- Typing 60 wpm

Apply in person: District Court Administrative Office
525 N. Main, 11th Floor
Wichita, Kansas 67203

Application can be found at: www.kscourts.org/pdf/application.pdf

Applications will be accepted until: **Friday, January 11th, 2019 at 4:00 p.m.**

**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**