

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

Open
Promotional
Transfer

Date Open: Tuesday, September 10, 2019

Position Number: K0048684

Position Title and Salary: **ADMINISTRATIVE ASSISTANT**
Grade 18 / Step A
\$32,074 annually

Location of Employment: **Division 11, Judge Monique Centeno**

Submit Applications Directly to the District Court Administrative Office, 11th floor

Job Duties:

This is a confidential employee who is responsible for complex secretarial and administrative work. Work is distinguished from lower level secretarial classes by the sensitivity, scope, complexity, 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 duties.

Required Education, Experience and Qualities

- High school graduate or equivalent, including or supplemented by courses in secretarial science, and three years experience in secretarial and general clerical work
- Knowledge, ability, and skill in use of Microsoft Office Suite a must
- Typing 35 wpm

Additional Desired Qualifications:

- Familiar with FullCourt/KICS case management system
- Knowledge of business English and legal terminology, spelling and grammar
- Ability to follow written and oral instructions
- Ability to prioritize and multi-task
- Business communication skills, both written and oral
- Skill in the operation of a personal computer

APPLY IN PERSON: DISTRICT COURT ADMINISTRATIVE OFFICE
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, Kansas 67203
316-660-5803

Application can be found at: <https://www.dc18.org/careers>

Applications will be accepted until: **Tuesday, September 17th, 2019 @ 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