KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
10th Judicial District
Johnson County, KS

POSITION NUMBER	K0074795
DATE:	September 3, 2019
LOCATION OF EMPLOYMENT:	Johnson County Court Services 588 E. Santa Fe, Suite 4000 Olathe, KS 66061
CLASSIFICATION AND GRADE:	Secretary I Part Time 20 Hrs Week M-Thurs Grade 12/ Step A $13.33/hr

DUTIES: Duties include front desk reception and answering phones, assisting with Orientation, case processing, taking and processing payments. Assist with all general office duties such as faxing, opening and delivering mail, accessing JIMS to look up information and all other clerical duties as assigned. This position requires excellent customer service skills. Familiarity with Oracle, Excel, JIMS, and SharePoint is a plus.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school including or supplemented by courses in typing and one year of general clerical experience is preferred.

Send applications and resumes to:

Susan Spring
Johnson County Court Services
588 E. Santa Fe, Suite 4000
Olathe, KS 66061
Susan.Spring@jocogov.org

Printable application: www.kscourts.org/pdf/application.pdf

APPLICATION DEADLINE: Open until filled

The Kansas Judicial Branch is an EEO/AA Employer