

X Open
X Promotion
X Transfer

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

DATE: September 11, 2019

LOCATION OF EMPLOYMENT: Twenty-Eighth Judicial District, Salina, Kansas

CLASSIFICATION AND GRADE: Secretary I (**Part-Time 9:30 a.m to 1:30 p.m. Mon - Fri**)
Position No.: K0042692
Grade 12, Step A
(\$13.32 hr. starting; \$13.65 hr. after 6 mos.; \$14.70 hr. after 1 yr.)

JOB DUTIES: This is a part-time (**20 hours per week, 9:30 a.m. to 1:30 p.m. Mon - Fri**) clerical position involving skilled operation of office equipment and general office management in the Court Services Office of the Twenty-Eighth Judicial District. Work involves the independent performance of moderately complex and varied clerical duties, which involve considerable judgment based on knowledge gained through experience. Work in this position requires contact with the public as well as other professionals.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from High School or a GED and supplemented by two years experience in computer operation, typing and general clerical work.

ADDITIONAL DESIRED QUALIFICATIONS: Extensive knowledge and experience in working with computers, excellent typing skills, excellent verbal and written communication skills, general knowledge of modern office practices, procedures and equipment.

SEND APPLICATIONS TO: *Kevin Emerson, Chief Court Services Officer*
300 W. Ash, Room 306 / P.O. Box 1760
Salina, KS 67402-1760
785-309-5843

All applicants must submit a completed Judicial Branch application. Application can be obtained off the Judicial Web site at <http://www.kscourts.org/pdf/application.pdf>

APPLICATIONS WILL BE ACCEPTED THROUGH: October 2, 2019 by 5:00 p.m

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, taking an examination, or in interviewing. 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. Please contact Todd Heitschmidt at the above number or by TDD through the Kansas Relay Center at (800) 766-3777 to report your needs.