

KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
25th JUDICIAL DISTRICT COURT, FINNEY COUNTY, KANSAS

OPEN	<u> X </u>
PROMOTIONAL	<u> X </u>
TRANSFER	<u> X </u>

DATE: January 4, 2019

LOCATION OF EMPLOYMENT: 25th Judicial District
Garden City, KS

POSITION TITLE & SALARY: **Secretary II (half-time), Work hours: Monday, Tuesday & Thursday 8:00 a.m. - 12:00; Wednesday 8:00 a.m. - 5:00 p.m.; Off on Friday**

Grade 15, Step A - \$13.982/hr. (State Benefit Package Provided)

JOB DUTIES: Work involves performing general secretarial and clerical duties for Court Services, Court Administrator and Community Service Center agencies. This job will involve computer applications to include Word, Outlook and FullCourt. Familiarity with various telecommunication devices and general office equipment is desired. Position involves contact with clients placed on supervision by the Court.

Applicant will assist with budget preparation, monthly submission of bills and inventory of equipment. Position requires screening of callers, answering various inquiries personally and providing information on departmental services and functions. Will perform such other duties as may be assigned by the Chief Court Services Officer.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school or equivalency and clerical, secretarial, or administrative assistant experience.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT: RESUMES WILL NOT BE CONSIDERED WITHOUT STATE JUDICIAL APPLICATION FORM.

<http://www.kscourts.org/pdf/application.pdf>

SEND APPLICATION TO: Craig Aronson
Chief Court Services Officer
607 W. Santa Fe
Garden City, KS 67846
(620) 271-6151

APPLICATIONS WILL BE ACCEPTED THROUGH: 5:00 PM January 21, 2019

THE UNIFIED JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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. It is your responsibility to make your needs known to the Judicial Branch by calling Kurtis Jacobs at the above number or by TDD through the Kansas Relay Center at 800-766-3777.