

Open  
 Promotional  
 Transfer

UNITED JUDICIAL SYSTEM  
NOTICE OF EMPLOYMENT OPPORTUNITY  
7<sup>TH</sup> Judicial District, Douglas County, Kansas

DATE: December 19, 2018

LOCATION OF EMPLOYMENT: Douglas County District Court  
111 East 11 Street  
Lawrence, Kansas 66044

POSITION TITLE & SALARY: Trial Court Clerk II  
Grade 12 - \$1040.24/Bi-Weekly  
\$13.00/hour

JOB DUTIES:

Receive, docket, and process cases; file and record pleadings; take receipts; prepare trial dockets; provide service to the public by phone, email and in person. Must perform other duties as assigned by the Clerk of the District Court.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:

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

**SEND \*APPLICATIONS/RESUMES TO:    aballard@douglascountyks.org**

**\*Accepted until position filled.**

**The unified judicial department is an equal opportunity employer.** The American with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for any accommodations will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch by calling Janelle K. Morel at 785-877-5720 or by TDD through the Kansas relay center at 1-800-766-3777

