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Unified Judicial System
NOTICE OF EMPLOYMENT OPPORTUNITY
Johnson County District Court

Date: August 25, 2019

Position: K0060394

LOCATION OF EMPLOYMENT:

Office of the Clerk of the District Court
Johnson County Courthouse, Olathe, KS.

CLASSIFICATION AND GRADE:

Trial Court Clerk II, Grade 12 Step A, Non-Exempt
\$13.33/hr; Full-time (\$14.70/hour after 1 year probationary period)

JOB DUTIES:

This position will be in the Civil Department in the Clerk of the District Courts Office. Filing in documents/creating new cases, E-filing documents, receipting transactions, opening mail and quality checking of documents. Answering phone calls from attorneys/pro-se litigants. Assisting attorneys with the e-filing system via email or in person. Assisting judges as needed in all divisions of the District court, the setting/removing of trials and hearings, working in the courtrooms in any division needed. Answering attorney and pro se calls and emails. Preparing for court proceedings. All other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school. Typing and Customer service skills.
Spanish speaking is a plus.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office management practices and procedures.
Ability to understand and follow oral and written instructions.
Ability to understand court procedures and policies.
Skills in the operating of office equipment.
Must have good Customer services skills
Confidentiality.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Courteous, professional and cooperative.

SEND APPLICATIONS TO:

Brittany Hunt, Office of the Clerk of the District Court
Johnson County Courthouse
100 N. Kansas Avenue
Olathe, Kansas 66061-3273
brittany.hunt@jocogov.org

APPLICATIONS WILL BE ACCEPTED THROUGH: until filled

APPLICATION available at <http://www.kscourts.org/court-administration/job-opportunities/default.asp>

The Unified Judicial Department is an Equal Opportunity/Affirmative Action Employer.

American Disabilities Act insures 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 or accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch.