

| | |
|----------|-----------|
| <u>X</u> | Open |
| <u>X</u> | Promotion |
| <u>X</u> | Transfer |

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

DATE: September 5, 2019

LOCATION OF EMPLOYMENT: MARION County District Court
Marion County Courthouse, Marion, Kansas

CLASSIFICATION AND GRADE: Trial Court Clerk II/ Position No: K0042229
Grade 12, Step A / Starting pay \$13.328/hour
(\$1,066.24/Bi-Weekly). Positions eligible for step increase to
\$14.701/hour after 12 months
State Benefit Package Provided

JOB DUTIES: Work involves standardized duties, which follow well-established procedures. Receives and files documents to include electronic filing. Prioritize and manage caseload. Records case identification data and receipt of documents on court records by computer, scans/images documents, and receipt and disburse monies. Assures completeness and accuracy of records. Functions as a deputy clerk of the court and as judicial support staff for the purpose of performing certain duties of that office. Will cross train in multiple areas of the district court and assist as needed. This position requires excellent customer service skills, provides information and assistance to judiciary, members of the bar, law enforcement agencies, other state agencies, and the public. Will perform such other duties as may be assigned by the Clerk of the District Court. Work functions must be performed with minimum checking or other supervision.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school and six months of experience in clerical work. Knowledge of modern office procedures and practices. Ability to understand the organization, operations, functions, and scope of authority of the court or activity to which assigned. Understand court procedures and policies and understand and follow oral and written instructions. Skill and knowledge in computer use and standard office equipment.

PREFERRED EDUCATION AND EXPERIENCE: One year of experience in clerical work; knowledge of court system, or legal experience.

SEND APPLICATIONS AND RESUMES TO: Jan Helmer, Clerk of the District Court
Marion County Courthouse
200 S. Third, Suite 201
Marion, KS 66861
(620) 382-2104

APPLICATION DEADLINE: September 23, 2019 by 5:00 p.m.

Applications may be obtained off the internet by going to <http://www.kscourts.org/Court-Administration/Job-Opportunities/default.asp> and clicking on the "Application for Employment" link under Human Resources.

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 Cindy MacDonald at the above number or by TDD through the Kansas Relay Center at (800) 766-3777 to report your needs.