

Open  
 Promotional  
 Transfer

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

**Date:** September 3, 2019

**Location of Employment:** Miami County District Court  
Paola, KS 66071

**Classification and Grade:** Trial Court Clerk II  
Grade 12, Step A / Starting pay \$13.328/hour  
(\$1,066.24/Bi-Weekly). Position 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. Accuracy, responsibility and confidentiality are expected of the employee.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from high school or GED and a minimum of one year of experience in clerical work is required. Clerical, legal or court related experience preferred.

**DESIRED EXPERIENCE:** Knowledge and understanding of court procedures, policies and computer experience helpful (software including: Windows, FullCourt, & Microsoft Office). Ability to understand and follow oral and written instructions, and skill in typing. Good communication, self-motivated, organized individual preferred. Must be able to work well with public.

**SEND APPLICATIONS TO:** Stephanie Gerken  
Chief Clerk of the District Court  
120 S Pearl  
Paola, KS 66071  
(913) 294-4374  
sgerken@sixthdistrictks.org

All applicants must submit a completed Judicial Branch application, available at:  
[www.kscourts.org/pdf/application.pdf](http://www.kscourts.org/pdf/application.pdf)

**APPLICATIONS WILL BE ACCEPTED THROUGH: 5:00 PM SEPTEMBER 20, 2019**

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYEE**

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, in 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 by calling 913-294-4374 or by TDD through the Kansas Relay Center at (800)766-3777.