

Open, Promotional, Transfer

UNIFIED JUDICIAL SYSTEM
NOTICE OF EMPLOYMENT OPPORTUNITY
17th Judicial District, Norton County, Kansas

DATE: December 12, 2018

LOCATION OF EMPLOYMENT: Norton County District Court
Norton County Courthouse
101 S. Kansas
Norton, KS 67654

POSITION TITLE & SALARY: Trial Court Clerk II
Grade 12 - \$1,040.24/Bi-Weekly
\$13.00/hour

JOB DUTIES: Work involves receiving, docketing, and processing cases for District Court. File and record case pleadings; issue process as required following well-established procedures; set hearings and maintain calendar, receipt and disburse monies; assist in preparation of docket; complete judicial reports; and provide information and assistance to judiciary, members of the bar, law enforcement agencies, DCF, and the public by phone and in person. Will perform such other duties as may be assigned by the Clerk of the District Court.

PREFERRED EDUCATION AND EXPERIENCE: Graduation from high school or equivalency and one year of clerical, legal experience preferred, and knowledge of modern office practices and computer programs.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:
<http://www.kscourts.org/pdf/application.pdf>

SEND APPLICATIONS TO: Janelle K. Morel
P.O. Box 70
Norton, KS 67654
785-877-5720

APPLICATIONS WILL BE ACCEPTED: Until Position is 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.