

Promotional XX  
Transfer XX  
Open XX

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
FIFTEENTH JUDICIAL DISTRICT  
RAWLINS COUNTY DISTRICT COURT**

Date: September 9, 2018

**LOCATION OF EMPLOYMENT:** Rawlins County District Court  
607 Main Street Suite F  
Atwood KS 67730

**CLASSIFICATION & GRADE:** Trial Court Clerk II- 50% position  
Position No. K0048915  
Grade 12 Step A- Starting salary \$13.003 per hour  
Includes benefits

**JOB DUTIES:** Work involves routine and standardized clerical duties such as accurate data entry of case information in the case management system and accounting duties, such as receipting and disbursing fines and costs; and performing end of the day accounting. Applicant should desire to learn all facets of the work; pay close attention to detail; provide courteous and helpful assistance to judges, court staff, attorneys, law enforcement and public, maintain confidentiality. Applicant should be skilled in communicating with others, using current technology and software applications, multi-tasking, handling stressful situations; following oral and written instruction and making decisions in accordance with laws, court policies and procedure. Hours of work must be flexible.

**REQUIRED EDUCATION AND EXPERIENCE:** High school diploma or equivalent. Computer experience essential. Ability to understand and follow oral and written instructions and to make decisions in accordance with laws, court policies and procedures.

**SEND APPLICATION AND RESUME TO:** Kim Schwarz  
Chief Clerk 15<sup>th</sup> Judicial District  
PO Box 805  
Colby KS 67701  
785-460-4540

**APPLICATIONS CAN BE PICKED UP AT:** Rawlins County District Court or online at  
<http://www.kscourts.org/pdf/application.pdf>

**APPLICATIONS WILL BE ACCEPTED THROUGH:** Open Until Filled

**THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY 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 by contacting Kim Schwarz at 785-460-4540 or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.