

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY**

Twenty-seventh Judicial District  
Reno County, KS  
Clerk of the District Court

**Trial Court Clerk II**

\$13.003 per hour  
Full Time Position  
Position #: K0044335

**Job Duties:** This is a technical court clerical position in the office of a clerk of the district court. Duties include responsibility for a high volume area of court process or assisting with a variety of types of process including customer service.

**Required Education and Experience:**

Graduation from high school or GED  
One year of clerical experience

**Preferred Skills and Abilities:**

Minimal of three years computer experience  
Three years office/secretarial experience with excellent typing skills  
Work well with the public and staff  
Excellent verbal and written communication skills

Send Resume and Application To: Pam Moses  
Clerk of the District Court  
206 W First  
Hutchinson KS 67501

Application available at:  
<http://www.kscourts.org/Court-Administration/Job-Opportunities/default.asp>

Resume and Application Deadline: **Until Filled**

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. 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 Pam Moses at 620-694-2956 or [pam.moses@renogov.org](mailto:pam.moses@renogov.org) or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.

**THE KANSAS JUDICIAL BRANCH IS AN EOE/AA EMPLOYER**