

OPEN X
TRANSFER X

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
TWENTY-FIRST JUDICIAL DISTRICT**

CLASSIFICATION, SALARY and LOCATION OF EMPLOYMENT:

Trial Court Clerk II Position – Riley County Courthouse, Manhattan, KS
M-F, 8AM – 5PM, Optional hours: 7AM – 4PM or 4-day weeks at 7AM – 6PM
Grade 12 Step A @\$13.003 hr, excellent benefits
\$14.342 hr. at one year with successful evaluation, Position #K0206980

JOB DUTIES: Receive, docket, and process legal documents for case records by computer. Provide courteous and cooperative assistance to judges, attorneys, and the general public. Also perform functions related to answering the telephone and certifying documents. Must perform such other duties as assigned by the Clerk of the District Court.

REQUIRED EDUCATION and EXPERIENCE: Graduation from high school and one year of clerical experience is required. Thirty college semester hours or its equivalent may be substituted for the required experience. Ability to perform accurate computer data entry and operate standard office equipment.

DESIRABLE QUALIFICATIONS: Experience with Microsoft Office software. Working experience in a court or law office.

KANSAS JUDICIAL BRANCH APPLICATION REQUIRED:
<http://www.kscourts.org/pdf/application.pdf>

APPLICATION DEADLINE: Open until filled

SEND APPLICATION TO: DaLanna Nichols
Court Administrator
100 Courthouse Plaza
Manhattan, KS 66502
(785) 537-6363

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 DaLanna Nichols at (785) 537-6363 or by TTY at Center at (800) 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER