

KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
THIRTY-FIRST JUDICIAL DISTRICT

Promotion
Open
Transfer

DATE: August 20, 2019

POSITION NUMBER: K0059863

LOCATION OF EMPLOYMENT: Clerk of District Court, Yates Center, Kansas

CLASSIFICATION AND GRADE: Trial Court Clerk II – 50%
Grade 12, Step A / Starting pay \$13.328/hour
(\$1,092.88/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. Work functions must be performed with minimum checking or other supervision.

REQUIRED EDUCATION & EXPERIENCE: Graduation from high school or GED and six months of experience in clerical work.

KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of modern office procedures and practices. Ability to understand the organization, operations, functions, and scope of authority of the court or activity to which assigned. Understand court procedures and policies and understand and follow oral and written instructions. Skill and knowledge in computer use and standard office equipment.

PREFERRED EXPERIENCE: One year of experience in clerical work; knowledge of court system, or legal experience.

SEND APPLICATIONS TO: Lisa Page
Clerk of District Court
Woodson County District Court
105 W Rutledge
Yates Center, KS 66783
Email address: lpage@31jd.org

STATE JUDICIAL APPLICATION FORM REQUIRED!

<http://www.kscourts.org/pdf/application.pdf>

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION 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. TDD users call 711.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER