

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
10th Judicial District
Johnson County, KS**

POSITION NO. K0047549

DATE: January 21, 2020

LOCATION OF EMPLOYMENT: Kansas 10th Judicial District Court
Court Administration
Suite 224
100 N Kansas Avenue
Olathe, KS 66061

CLASSIFICATION AND GRADE: Secretary I
Part-Time Position
Monday, Tuesday, and every other Wednesday
8A-5P
Grade 12/ Step A
\$13.328/hr

DUTIES: Duties include front desk reception and answering phones. This position coordinates office supply and printing orders. This position assists with all general office duties such as faxing, opening and delivering mail, accessing JIMS to look up information and all other clerical duties as assigned. This position requires excellent customer service skills. Familiarity with court calendaring in Outlook and JIMS is a plus.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school including or supplemented by courses in typing and one year of general clerical experience is preferred.

Send applications and resumes to: Andre' Tyler
Deputy Court Administrator
100 N Kansas Avenue, Suite 224
Olathe, KS 66061
Andre.tyler@jocogov.org

Printable application: _____

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

DEADLINE: Open until filled
The Kansas Judicial Branch is an EEO/AA Employer