

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
FOURTEENTH JUDICIAL DISTRICT**

**Date:** September 29, 2020

**Location of Employment:** District Clerks Office  
Sedan, Chautauqua County

**Position Title and Salary:** Trial Court Clerk II  
Grade 12, Step A, \$13.328 per hour  
Position Number: K0065013

**JOB DUTIES:** This position performs a variety of major court clerical functions. File and record pleadings regarding cases; data entry; set hearings and maintain calendar; receipt and disburse monies; assist in preparation of docket; complete judicial reports; and provide information and assistance to judiciary, members of the bar, law enforcement agencies, SRS and the public by phone and in person. Will cross train in multiple areas of the district court and assist as needed. Applicant must perform such other duties as may be assigned by the Clerk of the District Court. This position also requires excellent customer service skills and involves working closely with the public and handling money.

**REQUIRED EDUCATION & EXPERIENCE:** Must have a high school degree or equivalency and two years of experience in clerical or court related work. The ideal candidate will also have the ability to read, understand and follow written and oral instructions.

**KNOWLEDGE, ABILITIES, AND SKILLS:** Must have knowledge of modern office practices and procedures, the ability to understand court procedures and policies; to understand the operations, organization and scope of authority of the court; to understand and follow oral and written instructions. Must have computer experience and knowledge with Microsoft Office and must be able to work well with the public and their coworkers.

**SEND APPLICATIONS TO:** Becky J. Dye, Chief Clerk of the District Court  
300 East Main, Suite 201  
Independence, KS 67301  
620-330-1070

**STATE JUDICIAL APPLICATION FORM REQUIRED:** Applications can be printed out online at <https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

**Applications Deadline: Open until filled**

**The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. TDD users may call through the Kansas Relay Center at 800-766-3777.**

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