

KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
SIXTEENTH JUDICIAL DISTRICT

Transfer       X  
Open           X

Date:           October 22, 2020

LOCATION OF EMPLOYMENT:       Comanche County District Court  
Coldwater, Kansas

CLASSIFICATION AND SALARY:   Trial Court Clerk II  
Range 12, Step A @ \$13.32 hr.  
Full-Time: 40 hours per week  
Benefit Package applies

**JOB DUTIES:** Receive, docket, and process legal documents for case records. File and record pleadings regarding cases; issue process as required following well-established procedures. Advice and assistance will be provided as needed to the employee, but most duties will be performed with a minimum of supervision. Independence and responsibility are expected of the employee.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from high school and one year of clerical experience is required. Thirty college semester hours or the equivalent may be substituted for the required experience.

**DESIRABLE QUALIFICATIONS:** Good verbal and written communication skills, computer skills and the ability to work independently as well as with other people are required.

SEND APPLICATION TO:       Rhonda Whitney  
Chief Clerk, 16<sup>th</sup> Judicial District  
101 W Spruce; PO Box 197  
Dodge City KS 67801  
(620) 227-4609

KANSAS JUDICIAL BRANCH APPLICATION REQUIRED and can be located:  
<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

APPLICATIONS WILL BE ACCEPTED THROUGH: 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. Please contact Rhonda Whitney at 620-227-4609 or by TDD through the Kansas Relay Center at 800-766-3777.

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