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

DATE: October 8, 2020

LOCATION OF EMPLOYMENT: Atchison County District Court
Atchison County Courthouse
423 N. 5th
Atchison, KS 66002

CLASSIFICATION AND GRADE: Trial Court Clerk II, Position No. K0046669
Grade 12, Step A, Starting Pay \$13.32 per hour plus benefits
Full-Time Monday-Friday 8 a.m. – 5 p.m.

JOB DUTIES: This position involves standardized work duties, which follow established procedures. Duties may include responsibility for a specific area of court process or for performing a variety of major court clerical functions. Work includes accurately docketing and processing legal documents by computer to include electronic filing, scanning/imaging documents, data entry, setting hearings and maintaining court calendars, receiving and recording fees and making disbursements. This position requires excellent customer service skills, as it provides courteous and cooperative assistance to judges, attorneys, law enforcement agencies, state agencies, and the general public. Must perform such other duties as may be assigned by the Clerk of the District Court. Work reviewed by supervisory personnel for accuracy and completeness.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year clerical experience is required. Knowledge of modern office procedures and practices. Ability to perform accurate computer data entry and operate standard office equipment.

ADDITIONAL EXPERIENCE DESIRED: Work experience in a court or law office. Applicants need to be detail oriented, with the ability to prioritize, organize and multi-task. Able to understand and follow oral and written instructions, and to make decisions in accordance with laws, court policies and procedures.

OTHER: All applicants are subject to a name based criminal history background check.

SEND APPLICATION TO: Donna Oswald
Clerk of the District Court
Atchison County Courthouse
423 N. Fifth St., P.O. Box 408
Atchison, KS 66002
(913) 804-6060

APPLICATION DEADLINE: Open until filled.

State Judicial Branch Application Form Required: Pick up at the Atchison District Court Clerk's Office or obtain application online at <https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, taking an examination, or in interviewing. 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. TDD users may call through the Kansas Relay Center at (800) 766-3777 to report your needs.