

- Transfer
- Promotional
- Open

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

November 30, 2020

Position number: K0064296
Position Title and Salary: Trial Court Clerk II
Grade 12, Step A \$13.328/hour
(\$14.701 at one year with successful evaluations)
Position Type: Part-time, non-exempt
Location of Employment: Rice County District Court
Lyons, Kansas

JOB DUTIES: This is clerical work in a district court. The work may involve receiving and filing documents, recording case identification data, receipting documents and assembling them in chronological order for case records using alphabetical and numerical filing systems, making entries in automated dockets, preparing and maintaining permanent court files on each case, reviewing documents received for accuracy and completeness, issuing notices and orders, receipt and disburse monies received by the court, answer the telephone and assist public, and perform related work as required.

REQUIRED EDUCATION AND EXPERIENCE: Applicants must have a GED or be a high school graduate with a minimum of one-year clerical experience. Must be skilled in the operation of PC software applications, including word processing and data entry. Additional desired experience is knowledge of legal processes.

KNOWLEDGE, ABILITY, AND SKILLS: Knowledge of modern office procedures and practices, ability to understand the organization, operation, functions, and scope of authority of the court, ability to understand court procedures and policies, ability to understand and follow oral and written instructions, skill in typing and operation of standard office equipment. Applicants must have good communication skills and able to deal with the public.

Send applications to: Jane Hrabik
Clerk of the District Court
Rice County Courthouse
101 West Commercial
Lyons, KS 67554

Applications will be accepted through: **Open until filled.**

Judicial Branch application form is required. Applications may be obtained at the Clerk of the District Court's Office in Lyons, Kansas or on-line at:

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY 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 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 contact the Kansas Relay Center at (800) 766-3777.