

X Promotion
X Transfer

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: February 20, 2020

Location of Employment: Ellis County District Court
23rd Judicial District

Classification & Grade: Clerk of District Court II
Grade 30, Step A: \$1,652.80 bi-weekly

POSITION DUTIES: This is a highly responsible supervisory, administrative, and participatory position as Clerk of the District Court. Work involves the overall management of the civil, criminal, traffic, limited actions, probate, domestic, juvenile, and delinquent personal property tax functions of the District Court. Requires the coordination of various activities and direct supervision of subordinate personnel to ensure case processing systems and procedures are efficient, effective, and compatible throughout the court. Work is performed under the supervision of the Court Administrator and Chief Judge.

REQUIRED EDUCATION and EXPERIENCE: Graduation from high school or its equivalency, three years of direct court clerical or other legal experience to include, a minimum of 1-year supervisory experience. Course work at an accredited two or four year college may be substituted on a year to year basis for up to two years of the required experience, except that at least one year of court clerical or comparable experience is required in addition to any college work substituted.

ADDITIONAL DESIRED QUALIFICATIONS: Experience in accounting, data entry, personnel, records management, and other court related duties. Experience with personal computer technology, software applications, local area network systems, customer service, and familiarity with the Twenty-Third Judicial District preferred.

OTHER: All applicants are subject to a name based criminal history background check. If employed, incumbent will have to pass a fingerprint-based background check within the first 30 days of employment.

APPLICATIONS: All applicants must submit a completed Judicial Branch application, which may be obtained at the Ellis County District Court. A resume may be attached to the application, however, shall not be substituted for the application.

SUBMIT APPLICATIONS TO: Amanda Truan
District Court Administrator
107 W. 12th
Hays, KS 67601
(785)628-9415

APPLICATION DEADLINE: **Friday, March 6th, 2020 by 4:00 p.m.**

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, in 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. Please contact Amanda Truan at (785)628-9415 or through the Kansas Relay Center at (800) 766-3777 to report your needs.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER