

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Twenty-seventh Judicial District
Reno County, KS
Clerk of the District Court

Trial Court Clerk II

\$13.328 per hour
Full Time Position

Job Duties: This is a technical court clerical position in the office of a clerk of the district court. Duties include responsibility for a high volume area of court process or assisting with a variety of types of process including customer service.

Required Education and Experience:

Graduation from high school or GED
One year of clerical experience

Preferred Skills and Abilities:

Minimum of three years computer experience
Three years office/secretarial experience with excellent typing skills
Work well with the public and staff
Excellent verbal and written communication skills

Send Resume and Application To: Amanda Flores
Clerk of the District Court
206 W First
Hutchinson KS 67501
district.court@renogov.org

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

Resume and Application Deadline: **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. It is your responsibility to make your needs known to the Judicial Branch. Please contact District Court at 620-694-2952 or district.court@renogov.org or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.

THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY EMPLOYER