

NOTICE OF POSITION VACANCY IN THE DISTRICT COURT WYANDOTTE COUNTY, KANSAS

November 5, 2020

Location of Employment: Wyandotte County District Court
Traffic Department
710 N 7th St
Kansas City, KS 66101

Position Number: K0112704

Classification & Salary: Trial Court Clerk II
Grade 12; Step A
\$13.328 hr. / \$1066.24 biweekly

Upon completion of Successful evaluations:

After six months of employment you may be eligible to move to Step B, \$13.654 hr.
After one year of successful employment you may then move to Step C, \$14.701 hr.

Job Duties: This is a fast-paced position with a lot of public contact. The primary purpose of this position is to ensure proper filing, posting and collection of traffic ticket payments, issuance and maintenance of all Wyandotte County District Court traffic records. This position files new cases, update information on the computer, assist clients, attorneys and other court personnel, and performs other duties as assigned.

Required Education and Experience:

- Applicants must have high school diploma or GED certificate.
- Be skilled in the operation of computer, typewriter and other standard office equipment.
- Have a typing speed of approximately 30 wpm.
- Previous office experience preferred.

Must submit Judicial Branch Application

<http://www.kscourts.org/Court-Administration/Job-Opportunities/default.asp>

Submit Applications To: Office of the Court Administrator
Wyandotte County Courthouse
Attention: Lindsey Shriver
710 N. 7th Street, 3rd Floor
Kansas City, Kansas 66101

Fax application to: (913) 281-4354
*Telephone Inquiries May be directed to: (913) 573-2940

Application Deadline: November 30, 2020

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 Anita Peterson, at (913) 573-2940.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER