KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
2ND JUDICIAL DISTRICT COURT, JACKSON COUNTY, KANSAS

OPEN __X__

DATE: December 27, 2020

POSITION AVAILABLE: Immediately

LOCATION OF EMPLOYMENT: Wabaunsee County District Court
Alma, Kansas

POSITION TITLE & SALARY: Trial Court Clerk II
Grade 12, Step A, $13.328 per hour
State Benefit Package Provided

JOB DUTIES: Receive, docket, and process cases. File and record pleadings regarding cases, issue process as required following well-established procedures; receipt and disburse monies; provide information and assistance to judiciary members of the bar, law enforcement agencies, Department for Children and Families, and the public by phone and in person. Will cross train in multiple areas of the district court and assist as needed; must perform other duties as may be assigned by the Clerk of the District Court.

REQUIRED EDUCATION AND EXPERIENCE: Graduate from high school and experience in clerical work.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:
http://www.kscourt.org/pdf/application.pdf

SEND APPLICATION TO: Emma Leuthold
Clerk of District Court
215 Kansas Avenue
Alma, KS 66401
ELeuthold@wdcourt.com

APPLICATIONS WILL BE ACCEPTED THROUGH: Open Until Filled

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.