

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
2<sup>ND</sup> JUDICIAL DISTRICT COURT, JACKSON COUNTY, KANSAS**

Promotional        X    
Transfer              X  

**DATE:**                              September 16, 2020

**POSITION AVAILABLE:**         Immediately

**LOCATION OF EMPLOYMENT:**   Jackson County District Court  
   Holton, 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:**                              Jennifer Strathman  
   Clerk of District Court  
   400 New York  
   Holton, KS 66436  
   [j.strathman@jadistrictcourtko.org](mailto:j.strathman@jadistrictcourtko.org)

**APPLICATIONS WILL BE ACCEPTED THROUGH:** 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.