

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
Third Judicial District, Shawnee County, Topeka, Kansas**

DATE: January 11, 2021

LOCATION: District Court Division 8
Shawnee County Courthouse

CLASSIFICATION: **(Judicial) Administrative Assistant**
Grade 18/Step A - \$15.42 per hour, plus benefits
(\$15.81 after 6 months; 17.00 after one yr. probationary period)

JOB DUTIES: This is a highly responsible, complex, confidential administrative position assisting a judge of the district court. Professionalism is required in all aspects of this position. Work requires competence, independent judgment, discretion, a high degree of initiative balanced with common sense, and courteous interaction with court stakeholders. Applicants should be detail-oriented, have an understanding of court proceedings and/or legal terminology, and be able to prioritize and communicate well. This position requires flexibility and a good attitude.

REQUIRED EDUCATION AND EXPERIENCE: High School Graduation, minimum of three years experience in secretarial and general clerical work. Legal and/or court experience preferred.

DESIRED ABILITIES: Experienced Administrative Assistant or legal secretary; skilled with computer technology (Microsoft applications) and drafting correspondence, word processing; multitasking essential, willingness to work beyond normal hours if required; excellent organizational skills, filing, scheduling, communicating effectively and experience in general office administration.

SEND APPLICATIONS TO: Lea Dawn Welch, Court Administrator
200 SE 7th Street, Room 406
Topeka, Kansas 66603
(785) 251-6789
lwelch@shawneecourt.org
(785) 251-4917 (Fax)

APPLICATIONS WILL BE ACCEPTED THROUGH: Open until filled

Judicial Branch Employment Application is required.

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

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

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.