

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

**DATE:** November 16, 2020

**LOCATION:** District Court Division 15  
Shawnee County Courthouse

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

**JOB DUTIES:** This is a highly responsible, complex, confidential secretarial and administrative position for a judge of the district court. Work requires the exercise of a high degree of initiative, balanced with common sense, independent judgment, discretion and professional interaction with court stakeholders.

**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); skilled in 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 7<sup>th</sup> Street, Room 406  
Topeka, Kansas 66603  
(785) 251-6789  
[lwelch@shawneecourt.org](mailto:lwelch@shawneecourt.org)  
(785) 251-4917 (Fax)

**APPLICATIONS WILL BE ACCEPTED THROUGH: 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.