

KANSAS JUDICIAL BRANCH

NOTICE OF EMPLOYMENT OPPORTUNITY

Third Judicial District - Shawnee County, Topeka, Kansas

DATE: November 4, 2020

LOCATION: Clerk of the District Court
Shawnee County Courthouse
Topeka, Kansas 66603

CLASSIFICATION: **Accounting Clerk II**
Grade 12, Step A, \$13.328 per hour (14.70 after 1 yr. probationary period)
Position # K0053987

This is a responsible and varied bookkeeping and clerical position, involving working in a automated accounting department preparing and maintaining financial records. The incumbent employee will communicate directly with supervisors and co-workers. The ability to read, understand and follow oral and written instructions, filing, climbing and lifting are required. This position also requires use of excel spread sheets, excellent customer service skills, working closely with the public and handling money. They will perform other duties as directed. Promptness and regular attendance are essential.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma, accounting courses and a minimum of two years clerical and data entry experience including one year accounting experience required.

PREFERRED SKILLS OR ABILITIES: Applicants must have experience working with computer programs; understand modern office procedures and practices. Applicants need to be detail oriented, with the ability to prioritize, organize, multi-task, work under pressure and meet deadlines. Ability to make decisions in accordance with laws, court policies and procedures is desired.

SEND APPLICATIONS TO: Lee Legault, Court Administration
Shawnee County Courthouse, Room 406
Topeka, Kansas 66603 llegault@shawneecourt.org
(785) 251-6788 or fax: 785-251-4917

APPLICATIONS WILL BE ACCEPTED THROUGH: Until Filled

STATE JUDICIAL APPLICATION FORM IS REQUIRED:

<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.