

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
THIRD JUDICIAL DISTRICT**

Date: November 9, 2020

Location: Clerk of the District Court
Shawnee County Courthouse
200 SE 7th Street Room 209
Topeka, KS 66603

Position Title and Salary: Trial Court Clerk II
Grade 12, Step A, \$13.32/hour
(\$14.70 after 1 yr. probationary period)
Applications will be accepted until filled.

Applicants must submit a State of Kansas Application form to be considered for this position. The application is available at: <https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

JOB DUTIES:

The incumbent performs miscellaneous clerical functions including: File and record pleadings; data entry; set hearings, maintain court calendar; docket preparation; complete judicial reports; provide information and assistance to judiciary and other public and private entities by phone or in person. Employees are cross trained to become familiar with all office operations. Staff will work closely with the public on a daily basis and may be responsible for financial transactions or other duties as assigned. Once trained, incumbent must be able to work independently with minimal supervision.

REQUIRED EDUCATION & EXPERIENCE: Must have a high school diploma or equivalency plus past experience in a clerical or similar position.

PREFERRED QUALIFICATIONS: Knowledge of routine office policies and procedures. Legal experience is advantageous. Financial experience desirable. Promptness and regular attendance are **essential**.

KNOWLEDGE, ABILITIES, AND SKILLS: Must have knowledge of modern office practices and procedures; can operate office machinery, ability to learn & understand the court process and policies; comprehend and follow oral and written instructions, ability to file documents and have typing skills. Must have computer experience and knowledge with Microsoft Office, Excellent customer service skills.

SEND APPLICATIONS TO: Lee Legault
Shawnee County Courthouse, Room 406
200 SE 7th Street
Topeka, KS 66603
Fax # 785-251-4917
llegault@shawneecourt.org

The successful candidates will be required to undergo a comprehensive criminal background check. The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. TDD users may call through the Kansas Relay Center at 800-766-3777. *THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER*