

x Open  
x Promotional  
x Transfer

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

**Date:** October 18, 2020

**Location of Employment:** Miami County District Court  
Paola Ks 66071

**Classification and Grade:** Trial Court Clerk II  
Grade 12 – Step A, Non-Exempt  
\$13.32 per hour plus benefits  
Full-Time Monday-Friday 8 a.m. – 4:30 p.m.

**JOB DUTIES:** Receiving, docketing and processing cases. File and Record pleadings regarding cases; issue process as required following well-established procedures; issuing marriage licenses; set hearings; assist in preparation of docket; receipt and disburse monies; and provide information and assistance to judiciary, attorneys, law enforcement agencies, and the public by phone and in person. Accuracy, responsibility and confidentiality are expected of the employee.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from high school or GED and a minimum of one year of experience in clerical work is required. Clerical, legal or court related experience preferred. Computer skills are necessary.

**DESIRED EXPERIENCE:** Knowledge and understanding of court procedures, policies and modern office practices. Ability to understand and follow oral and written instructions. Good communication, self-motivated, organized individual preferred. Must be able to work well with public.

**SEND APPLICATIONS TO:** Stephanie J. Gerken  
Chief Clerk  
120 S Pearl  
Paola Ks 66071  
(913) 294-3326  
sgerken@sixthdistrictks.org

All applicants must submit a completed Judicial Branch application, available at:  
<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.**

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYEE**

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. It is your

responsibility to make your needs known to the Judicial Branch by calling 913-294-4374 or by TDD through the Kansas Relay Center at (800)766-3777.