

Open
 Promotion
 Transfer

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

DATE: Monday, October 5, 2020

LOCATION OF EMPLOYMENT: 9th Judicial District; Harvey & McPherson Counties

CLASSIFICATION & GRADE: Trial Court Clerk II
Grade 12, Step A, \$1066.24 bi-weekly
Position no. K0052154

POSITION DUTIES: This is a full time, clerical position in the Clerk of the District Court office. Duties may include responsibility for a specific area of court process or for a variety of court clerical functions including: File and record pleadings; data entry; set hearings; maintain court calendar; scanning, imaging, and indexing court documents; issuing summonses, notices, and subpoenas. Provide assistance to judges, attorneys, co-workers, and the general public. Functions related to receipts and disbursement of money, certifying documents, issuing marriage licenses, assisting with jury management, and performing other duties as assigned.

REQUIRED EDUCATION and EXPERIENCE: Must have a high school diploma or equivalency and 6-months experience in clerical work. Thirty semester hours or its equivalent may be substituted for the required experience.

ADDITIONAL DESIRED QUALIFICATIONS: Understand and follow oral and written instructions. Demonstrate an ability to work in a fast-paced environment, and display ability to maintain calm in stressful situations. Experience in data entry, customer service, and operation of standard office equipment is essential.

OTHER: All applicants are subject to a name based criminal history background check. Upon employment, applicant required to pass a fingerprint-based background check within the first 30 days.

KANSAS JUDICIAL BRANCH APPLICATION REQUIRED: Applications are available at:
<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

APPLICATION DEADLINE: Position Open Until Filled

SUBMIT APPLICATIONS TO: Jennifer Foster, Court Administrator
P.O. Box 665
Newton, KS 67114
(316) 284-6826

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. TDD users may call through the Kansas Relay Center at (800) 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER