

Open
 Promotional
 Transfer

UNITED JUDICIAL SYSTEM
NOTICE OF EMPLOYMENT OPPORTUNITY
7TH Judicial District, Douglas County, Kansas

DATE: March 5, 2020

LOCATION OF EMPLOYMENT: Douglas County District Court Division 1
111 East 11 Street
Lawrence, Kansas 66044

POSITION TITLE & SALARY: Administrative Assistant
Grade A- 18 Salary - \$32,074. Annual

JOB DUTIES: Assist judge in administrative duties, preparing court documents for court proceedings, maintain calendar and scheduling of cases. Interact with the public, attorneys and law-enforcement agencies, manage significant amounts of paperwork and e-filing, and perform other various related duties.

PREFERRED EDUCATION AND EXPERIENCE: Applicant must have a high school diploma or GED and computer skills. Applicant will need strong skills in all of the following areas: organization, attention to detail, communication, teamwork, meeting deadlines, and multi-tasking. Knowledge of legal proceedings is preferred, but not required.

SEND *APPLICATIONS/RESUMES TO: *Send letter of interest, three references, and resume to Linda Koester-Vogelsang, Court Administrator 111 E. 11th St., Lawrence, KS 66044. You may also email documents to lkv@douglascountyks.org.

***Accepted until position filled. STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:**

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

The unified judicial department is an equal opportunity employer. The American with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for any accommodations will not affect your opportunity for employment with the Judicial Branch.