

Promotional XX  
Transfer XX  
Open XX

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
FIFTEENTH JUDICIAL DISTRICT  
THOMAS COUNTY DISTRICT COURT**

Date: January 23, 2020

**LOCATION OF EMPLOYMENT:** Thomas County District Court  
300 N. Court Ave  
Colby, Kansas 67701

**CLASSIFICATION & GRADE:** Administrative Assistant, Position No. K0203849  
Grade 18 Step A- Starting salary \$15.420 per hour plus benefits

**JOB DUTIES:** Work involves performing routine administrative, advanced secretarial and clerical duties for chief district judge including scheduling matters for hearing or trial, keeping track of pending matters and their progression to completion, tracking deadlines set in each case and items to be completed, drafting documents, answering phones and working with other staff, attorneys and the general public. Work requires the exercise of a high degree of initiative, independent judgment and discretion in handling delegated administrative details and the performance of various clerical duties. Applicant will be required to learn, take direction, communicate well with a diversity of people, be organized, timely, diligent, hardworking, and be proficient in use of technology including computers and willingness to learn use of other technology such as audio/video systems.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from high school or GED. Experience as an administrative assistant or secretary beneficial; skilled with computer technology (primarily MS Office and Google Calendar); skilled in drafting correspondence, word processing; multitasking essential, willingness to work beyond normal hours if required; excellent organizational skills, filing, scheduling, communicating effectively and experience in general office administration.

**SEND COVER LETTER, APPLICATION AND RESUME TO:** Kevin N. Berens  
Chief District Judge 15<sup>th</sup> Judicial District  
PO Box 805  
Colby KS 67701  
785-460-4551

**APPLICATIONS MAY BE OBTAINED AT:** Thomas County District Court or online at  
<https://www.kscourts.org/Public/Court-Careers>

**APPLICATION DEADLINE:** Until filled

**THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY 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, 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 contacting Kim Schwarz at 785-460-4540 or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.