

Office of Disciplinary Administrator  
Notice of Employment Opportunity

Start Date: March 12, 2020

Location of Employment: Office of the Disciplinary Administrator  
701 Southwest Jackson Street  
Topeka, KS

Classification and Grade: Administrative Legal Secretary  
Grade 24  
Starting salary: \$37,124  
After one year if satisfactory performance: \$40,930

This is responsible, complex legal secretarial and administrative work. Work involves performing administrative, advanced secretarial and clerical duties for the Disciplinary Administrator and members of the professional staff. Prepares correspondence and pleadings for attorneys, prepares and maintains attorney disciplinary files, prepares record of disciplinary cases for Kansas Supreme Court, monitors cases under investigation, prepares and submits accounts payable, maintains office calendars, assists with answering main office telephone, docket all activity in disciplinary cases, maintains monthly report, assists attorneys in prosecuting attorney disciplinary cases, and occasionally testifies regarding service of formal complaints on respondent attorneys. This is an at will position.

Desired Education and Experience: Must be a high school graduate. Graduate of a four year college or university or a paralegal education program, preferred. Must have at least five years of experience working in a law office or court clerk's office.

Submit letter and resume to: Stanton A. Hazlett  
Disciplinary Administrator  
701 Southwest Jackson Street, First Floor  
Topeka, Kansas 66603

Application Deadline: April 15, 2020

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. 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. Please contact Stan Hazlett (785) 435-8200 or by TTY at Center at (800) 766-3777.

The Office of the Disciplinary Administrator is an EEO/AA employer.