

Open   X    
Promotional   X    
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**KANSAS JUDICIAL BRANCH**  
**NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: October 7, 2020

Classification and Salary: Operations Technician  
Grade 33  
\$46,272 annually  
\$22.246 hourly

Location of Employment: Office of Judicial Administration  
Kansas Judicial Center  
301 West 10th  
Topeka, KS 66612

Job Duties: This is professional and technical work involving installation of hardware, software and supporting end users in a hybrid environment involving both enterprise and distributed system configurations. Other duties will include troubleshooting and resolving minor technical problems, problem escalation, assisting in the training of court employees in the operation and use of information systems, answering end user questions regarding personal computers and related software. Additional duties include assisting with information systems management and maintenance, including roll-outs of new computers and other hardware. Ability to work remotely with travel to Topeka as needed.

Required Education and Experience: High school diploma or equivalent and 1 year advising and assisting computer users in a distributed computing environment. Education may be substituted for experience. A bachelor's degree, preferably in computer science or business information systems, or a related field, is preferred. Proficiency in Office 365, Window 10 is highly desirable.

Send Applications to: Allyson Christman  
301 W 10<sup>th</sup>, Room 337  
Topeka, Kansas 66612-1507  
e-mail applications: [KJB\\_HR@kscourts.org](mailto:KJB_HR@kscourts.org)

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

Application Deadline: Begin reviewing applications on October 9, 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 Elizabeth Reimer at (785) 296-5309 or at [reimere@kscourts.org](mailto:reimere@kscourts.org).

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