

KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
25<sup>th</sup> JUDICIAL DISTRICT COURT, FINNEY COUNTY, KANSAS

OPEN	<u>  X  </u>
PROMOTIONAL	<u>  X  </u>
TRANSFER	<u>  X  </u>

DATE: March 9, 2020

LOCATION OF EMPLOYMENT: 25<sup>th</sup> Judicial District  
Garden City, KS

POSITION TITLE & SALARY: **Secretary II**  
**Grade 15, Step A--\$14.701/hr.**  
**State Benefit Package Provided**

**JOB DUTIES:** Work involves performing general secretarial and clerical duties for two magistrate judges and court administrator, as well as special projects requiring extensive computer skills, initiative, independent judgment, and discretion. Work will be results-driven with incumbent seeking guidance on policy matters and setting priorities to meet deadlines. Work will involve assisting judges with processing case files following well-established procedures, completing judicial reports, and providing information and assistance to judiciary, members of the bar, law enforcement agencies, DCF, and the public by phone and in person. Will perform such other duties as may be assigned by the Court Administrator.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from high school or equivalency and minimum two years of clerical, secretarial, or administrative assistant experience.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:  
**<http://www.kscourts.org/pdf/application.pdf>**

SEND APPLICATION TO: Kurtis Jacobs  
District Court Administrator  
425 N. 8<sup>th</sup>, Suite 405C  
Garden City, KS 67846  
(620) 271-6110

**POSITION OPEN UNTIL FILLED**

**THE UNIFIED JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

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 by calling Kurtis Jacobs at the above number or by TDD through the Kansas Relay Center at 800-766-3777.