

KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
26TH JUDICIAL DISTRICT

Transfer X

Open X

Date: November 2, 2020

LOCATION OF EMPLOYMENT: Seward County District Court  
Liberal, Kansas

CLASSIFICATION AND SALARY: Trial Court Clerk III  
Range 16, Step A @ \$14.701 hr.  
Full-Time: 40 hours per week  
Position # K0070438  
Benefit Package Available

**JOB DUTIES:** Receive, docket, and process legal documents for case records. File and record pleadings regarding cases; issue process as required following well-established procedures. Advice and assistance will be provided as needed to the employee, but most duties will be performed with a minimum of supervision. Independence and responsibility are expected of the employee.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from high school or equivalency and two years of clerical experience is required. 30 college semester hours or the equivalent may be substituted for the required experience. The ideal candidate will also have the ability to read, understand and follow written and oral instructions. Has the ability to step into a supervisory capacity when the head clerk is absent.

**DESIRABLE QUALIFICATIONS:** Good verbal and written communication skills, computer skills and the ability to work independently as well as with other people are required. Leadership qualities a must.

**SEND APPLICATION TO:** Donna Odneal  
Clerk of the District Court  
415 N Washington Suite 103  
Liberal KS 67901  
(620) 626-3378

**KANSAS JUDICIAL BRANCH APPLICATION REQUIRED** and can be located:  
<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

**APPLICATIONS WILL BE ACCEPTED THROUGH:** Until filled

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. Please contact Koleen Nosekabel at 620-675-2671 or by TDD through the Kansas Relay Center at 800-766-3777.

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