

Open
 Promotional
 Transfer

UNITED JUDICIAL SYSTEM
NOTICE OF EMPLOYMENT OPPORTUNITY
7TH Judicial District, Douglas County, Kansas

DATE: January 27, 2020
LOCATION OF EMPLOYMENT: Douglas County District Court
111 East 11 Street
Lawrence, Kansas 66044
POSITIONS TITLE & SALARY: Trial Court Clerk II
Grade 12 \$13.328/hour

JOB DUTIES:

Receive, docket, and process cases; file and record pleadings; take receipts; prepare trial dockets; provide service to the public by phone, email and in person. Must perform other duties as assigned by the Clerk of the District Court.

PREFERRED EDUCATION AND EXPERIENCE: Graduation from high school or equivalency and one year of clerical, legal experience preferred, and knowledge of modern office practices and computer programs.

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:

<http://www.kscourts.org/pdf/application.pdf>

SEND *APPLICATIONS/RESUMES TO: aballard@douglascountyks.org

***Applications and Resumes Accepted Until Filled**

The unified judicial department is an equal opportunity employer. The American with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for any accommodations will not affect your opportunity for employment with the Judicial Branch