

KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
25th JUDICIAL DISTRICT COURT, HAMILTON COUNTY, KANSAS

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

DATE: February 19, 2020

LOCATION OF EMPLOYMENT: Hamilton County District Court
Hamilton County Courthouse
Syracuse, Kansas

POSITION TITLE & SALARY: **Trial Court Clerk II**
Grade 12, Step A
\$13.32 per hour
State Benefit Package Provided

JOB DUTIES: Work involves receiving, docketing, and processing cases for District Court. File and record case pleadings; issue process as required following well-established procedures; set hearings and maintain calendar; receipt and disburse monies; assist in preparation of docket; complete judicial reports; and provide 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 Clerk of the District Court.

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

STATE JUDICIAL APPLICATION FORM REQUIRED AND IS AVAILABLE AT:

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

SEND APPLICATION TO: Glenda Cheatum
Clerk of the District Court
PO Box 745
219 N Main
Syracuse, KS 67878
(620) 384-5159

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS 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.