

X Open
X Transfer

STATE OF KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
FIRST JUDICIAL DISTRICT

Date: March 3, 2020

Location of Employment: Leavenworth County District Court
Leavenworth Justice Center
601 S. Third Street, Suite 3051
Leavenworth, Kansas 66048

Classification and Grade: Trial Court Clerk II--K0045328
Full-Time Monday-Friday 8 a.m. - 5 p.m.
Grade 12, Step A, \$13.32 per hour plus benefits

Job Duties: This position involves standardized work duties, which follow well-established procedures. Duties include receiving and filing documents to include electronic filing, scanning/imaging documents, data entry, receipting monies, setting hearings and maintaining court calendars. Will cross train in multiple areas of the district court and assist with caseload management as needed. This position requires excellent customer service skills, as it provides information and assistance to judiciary, attorneys, law enforcement agencies, state agencies and the public. Performs other duties as assigned by Clerk of the District Court.

Required Education and Experience: Graduation from high school or equivalency and one year of experience in clerical work.

Preferred Skills or Abilities: Applicants must have experience working with computer programs; understand modern office procedures and practices. Applicants need to be detail oriented, with the ability to prioritize, organize, and multi-task. Able to understand and follow oral and written instructions, and to make decisions in accordance with laws, court policies and procedures.

Other: All applicants are subject to a name based criminal history background check.

State Judicial Application Form Required: Pick up at the district court clerk's office in Leavenworth or obtain application online at <https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

Send application, resume and typing test results to: Julie Clemens
Clerk of the District Court
Leavenworth Justice Center
601 S. Third Street, Suite 3051
Leavenworth, Kansas 66048

Application deadline: Open until filled

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, taking an examination, or in interviewing. 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. TDD users may call through the Kansas Relay Center at (800) 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER