

Open
 Promotion
 Transfer

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
NINTH JUDICIAL DISTRICT**

DATE: March 16, 2020

LOCATION OF EMPLOYMENT: McPherson County District Court/ 9th Judicial District

CLASSIFICATION & GRADE: Trial Court Clerk III
Grade 16, Step A, \$1,146.56 bi-weekly
Position no. K0056338

POSITION DUTIES: This is a technical court clerical and supervisory position in the office of the Clerk of the District Court. Duties may include but are not limited to supervising and participating in a wide variety of technical operations requiring specialized clerical knowledge. Reviews and issues garnishments, executions, appeals, petitions, subpoenas, summonses, warrants, bonds, and other writs and documents pursuant to judicial orders, processes reciprocal support actions; and prepares docket records reflecting pertinent court proceedings for accurate records. Requires detailed knowledge of applicable terminology, rules and court procedures. Responsible for the control and accounting of receipts and disbursements of the office including fees, payments, deposits, bonds, etc. Prepares various statistical and financial reports as required. Provides supervision and direction to subordinates, assists in coordinating workflow of the office, and maintaining personnel records.

REQUIRED EDUCATION and EXPERIENCE: Graduation from high school and three years of clerical experience, including at least one year of court clerical or other legal experience.

ADDITIONAL DESIRED QUALIFICATIONS: Knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court. Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures. Ability to plan, assign, and supervise the work of subordinate employees engaged in a variety of activities.

OTHER: All applicants are subject to a name based criminal history background check. If employed, employee is required to pass a fingerprint-based background check within the first 30 days of employment.

APPLICATIONS: All applicants must submit a completed Judicial Branch application, which may be obtained at <http://www.kscourts.org/pdf/application.pdf> or from any District Court location in the State of Kansas. A resume shall not be submitted as a substitute for the application.

SUBMIT APPLICATIONS TO: Jennifer L. Foster, Court Administrator
117 N. Maple, PO Box 546
McPherson, KS 67460
(620) 241-3510

APPLICATION DEADLINE: **Friday, March 27, 2020 at 4:00 p.m.**

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, in 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. Please contact Jennifer Foster at (316) 284-6826 or through the Kansas Relay Center at (800) 766-3777 to report your needs.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER