

OPEN

PROMOTIONAL

TRANSFER

KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
30TH JUDICIAL DISTRICT

DATE: March 20, 2020

LOCATION OF EMPLOYMENT: Sumner County District Court
Courthouse, Wellington, Ks

CLASSIFICATION AND GRADE: TRIAL COURT CLERK III
Range 16 Step A, \$ 14.70 per hour

JOB DUTIES: Work involves responsibility for supervising and participating in a wide variety of technical operations requiring specialized clerical knowledge. Work is performed under the general supervision of the Clerk of the District Court in addition to receiving files, process and issue legal documents for case records, use chronological, alphabetical and numerical filing systems, daily computer docketing, and update calendars. Compute applicable dates for hearings, issue summons, subpoenas, notices, orders and other process to litigants and attorneys. Locates and check out files for attorneys, court and assists the public in location and review of requested documents. Receives and posts fees, fines and other receipts. Prepares deposits and assists in other functions related to receipts and disbursements. Answers telephone, waits on counter, assists in issuing marriage licenses and in filing out various forms. Performs related work as required.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school and three years clerical experience including at least one year of court clerical or other legal experience. Course work at an accredited two or four year college or university may be substituted on a year for year basis for up to two years of the required experience, except that at least one year of court clerical or comparable experience is required in addition to any college course work substituted.

KNOWLEDGE, ABILITIES, SKILLS: Knowledge and understanding of court procedures, policies and computer experience helpful (Windows 2010 & Microsoft Office Professional). Ability to understand organization, operations, functions and scope of authority of the court or activity assigned. Must have ability to understand and follow oral and written instructions, and skill in typing. Must be able to work well with public.

SEND APPLICATIONS TO: WANDA KEITH
CLERK OF THE DISTRICT COURT
P O BOX 399
Telephone: 620-326-5936 WELLINGTON, KS 67152

APPLICATION DEADLINE: April 10, 2020 @ 4:00 p.m.

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

The Americans with Disability 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. Please contact Barbara Whitham at 620-326-5936 or by TDD through the Kansas Relay Center at 800 766-3777.