

OPEN: X
TRANSFER: X
PROMOTION: X

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

DATE: January 25, 2017
LOCATION OF EMPLOYMENT: 13th Judicial District
Elk County, Howard, Kansas
CLASSIFICATION/GRADE: Trial Court Clerk II,
Permanent/Half-time (40 hours/2 weeks)
Grade 13, Step A, \$11.51/hour

JOB DUTIES: This position involves responsible and varied clerical work receiving, docketing and processing cases; filing, recording, and imaging pleadings; issuing process as required; maintaining court calendars; and maintaining permanent court files. Work includes providing information and assistance to judges, attorneys, law enforcement agencies and other government agencies, and the public by phone and in person. The incumbent will also be responsible for performing other related work as required or assigned. Work is performed under the direct supervision of the Clerk of the District Court.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma or equivalent, and one year of office clerical experience. Thirty semester hours (or equivalent) of course work at an accredited two or four year college or university may be substituted for the required experience.

DESIRED EXPERIENCE: Knowledge and understanding of court procedures, policies and computer experience helpful (software including: Windows 7, FullCourt, & Microsoft Office). Ability to understand and follow oral and written instructions, and skill in typing. Good communication, self-motivated, organized individual preferred. Must be able to work well with public. Legal clerical, paralegal, or court-related experience preferred.

SEND APPLICATIONS TO: Erin Meador
Clerk of the District Court
P.O. Box 306
Howard, KS 67349

Applications may be obtained at: www.kscourts.org/pdf/application.pdf

APPLICATION DEADLINE: February 10, 2017

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. Please contact Erin Meador at (620) 374-2370 or by TDD through the Kansas Relay Center at 800 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER