Kansas
Judicial Branch

Notice of Employment Opportunity

Position number:	K0041945
Location of Employment:	18th Judicial District, Wichita, Kansas 67203
Position Title and Salary:	Administrative Assistant, Grade 23 $44,086.97 annually $45,203.89 after 6 months of successful performance $48,658.68 after 1-year of successful performance

Kansas Judicial Branch Benefits State Employment Center - Benefits (ks.gov)

Job duties: This is a highly responsible, complex, confidential administrative position assisting a Judge of the District Court. Professionalism is required in all aspects of this position. Work requires competence, independent judgment, discretion, a high degree of initiative balanced with common sense, and courteous interaction with court stakeholders. Applicants should be detail-oriented, understand court proceedings and/or legal terminology, and be able to prioritize and communicate well. This position requires flexibility and a good attitude.

Required education and experience:

- High School Diploma or GED equivalent.
- Minimum of three years of experience in secretarial or general clerical office. Legal and/or court experience preferred.

Preferred qualifications:

- Experienced Administrative Assistant or legal secretary
- Strong capabilities in typing, word processing, and drafting professional correspondence.
- Demonstrated experience in scheduling hearings, appointments, and court dockets.
- Highly effective written and verbal communication skills.
- Skilled with standard computer technology, including Microsoft Office applications (Word, Excel, Outlook).
- Willingness to occasionally work beyond normal business hours if required by the court.
- Excellent organizational skills with a strong foundation in managing physical or digital filing systems.

Application Deadline: Open until filled

The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for accommodation will not affect your opportunities for employment with the Judicial Branch. If you wish to request an ADA accommodation, please contact ada@kscourts.org or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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