



Notice of Employment Opportunity

Position number: K0121936

Location of Employment: 18th Judicial District, Wichita, Kansas

Position Title and Salary: Administrative Assistant, Grade 23, \$44,086.97 annually;
\$45,203.89 with six months of satisfactory performance
\$48,658.68 with one year of satisfactory performance

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](http://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, minimum of three years' experience in secretarial and general clerical work. Legal and/or court experience preferred.

Preferred qualifications:

Experienced Administrative Assistant or legal secretary; skilled with computer technology (Microsoft applications) and drafting correspondence, word processing; multitasking essential, willingness to work beyond normal hours if required; excellent organizational skills, filing, scheduling, communicating effectively and experience in general office administration.

Application Deadline: Open until filled

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. It is your responsibility to make your needs known to the Judicial Branch by calling 316-660-5803 or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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