



## Notice of Employment Opportunity

Position number: K0068853

Position Title and Salary: Clerk of the District Court IV, Grade 50, \$ 84,350.45

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

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](#)

### **JOB RESPONSIBILITIES:**

This is a highly responsible supervisory, administrative, and participatory position. This Clerk of the District Court (CDC) is assigned to the largest court in Kansas and oversees e-file, civil, criminal, limited action, probate, juvenile, jury room, accounting and records departments. CDC ensures efficient, effective case processing systems and procedures. CDC is responsible for case fidelity, with issuances of service of process, writs and warrants. This position is also responsible for working with clerk supervisors regarding case processes and procedures and making recommendations for improvements. This position is also responsible for implementing procedural changes through the review of legislation and rule changes. The CDC also serves as the treasurer of the Sedgwick County Law Library. Also, included in the responsibilities of this position are maintaining the clerk budget, updating the Continuity of Operations Plan (COOP) and serving on the leadership team.

### **REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from a four-year accredited college or university with a bachelor's degree in public, business, court administration, or political or social science and five years court related experience. A master's degree in business, public, or court administration, political or social science, or a related field may be substituted for the required experience. Court related work experience may be substituted for up to two years of the required education.

### **DESIRED ABILITIES:**

Knowledge of court procedures and policies, scope of authority, legal documents, laws, and legal factors pertaining to the various divisions and functions of the Kansas Judicial Branch; knowledge of public administration, including fiscal planning and personnel management; ability to make work decisions in accordance with laws, regulations, and court policies and procedures to plan, assign, coordinate, and supervise the work of subordinate employees engaged in a variety of court clerical activities. Knowledge of modern business practices and proficiency in accounting knowledge for required law library treasurer duties.

### **Applications will be accepted 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. If you wish to request an ADA accommodation, please contact [ada@kscourts.org](mailto:ada@kscourts.org) or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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