



Notice of Employment Opportunity

Position number: K0129413

Location of Employment: 18th Judicial District, Wichita, Kansas 67203
Court Services (Adult Probation)

Position Title and Salary: Secretary II, grade 21, \$20.19 hourly
\$20.71 after 6 months of successful performance
\$22.25 after 1 year of successful performance

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](https://ks.gov/state-employment-center/benefits)

Internal candidates will be considered first.

This is clerical work involving general office support and assistance to Court Services. The work environment is a reception area in our front lobby with close working proximity to another secretary. The majority of people entering our lobby are attorneys and clients who have been placed on probation.

Job Duties:

- Greet and direct incoming visitors, including attorneys, public officials, and clients on probation.
- Answer incoming calls, answer routine inquiries, and route lines to the correct departments.
- Enter and update official case information accurately into the court services database.
- Receive, process, and distribute internal mail, public correspondence, and official report forms.
- Maintain the inventory of office supplies and forms; coordinate ordering and stocking to prevent shortages.
- Handle all interactions, paperwork, and case details with the highest level of discretion and confidentiality.

Required Education and Experience:

- High school diploma or GED equivalent.
- Minimum of one (1) year of experience in general clerical work and typing.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Ability to type a minimum of 35 words per minute (WPM) with high accuracy.

Knowledge, Skills, Abilities and Competency Qualifications:

- Knowledge of modern office practices, procedures, methods, and basic arithmetic.
- Knowledge of business English and professional communication standards.

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- Exceptional written and verbal communication skills.
- Proficiency in operating a personal computer and standard office software.
- Ability to prioritize tasks, multitask efficiently, and manage time effectively.
- Ability to accurately follow both written and verbal instructions.
- Ability to represent the court with professionalism and maintain a customer-focused atmosphere.

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. 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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