Kansas
Judicial Branch

## Notice of Employment Opportunity

| | |
|---|---|
| **Position number**: | K0074700 |
| **Location of Employment:** | 18th Judicial District, Wichita, Kansas |
| **Position Title and Salary**: | Trial Court Clerk II, grade 18, $18.75 hourly<br>$19.23 after 6 months of successful performance<br>$20.68 after 1 year of successful performance |

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

### Are you looking for an opportunity to have your work matter in your community?

The Trial Court Clerk position is an amazing entry-level opportunity where you can begin your career in the judicial system. Responsibilities include performing major court clerical functions in an assigned service area within the District Court Clerk's Office.

**Job Duties:**

- Responding to routine inquiries by email, telephone or in-person
- Verifying files/information for missing details, accuracy, and corrections as needed
- Preparing and processing filings; compiling and maintaining records by sorting, filing, scanning files and related documents
- Performing necessary data entry
- Receiving fees/fines and other payments
- Performing other general office duties

**Required Education and Experience:**

- High school diploma or GED
- One year of experience in clerical work.
- Thirty semester hours, or its equivalent, may be substituted for the required experience.

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

- Skill in use of personal computers/software.

**Applications will be accepted until: 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.

THE KANSAS JUDICIAL BRANCH IS AN EEO / AA EMPLOYER

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