Kansas
Judicial Branch

Notice of Employment Opportunity

Position number: K0076496

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

Position Title and Salary: Trial Court Clerk II, grade 18, $18.75 hourly
$19.23 after 6 months of successful performance
$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?

Excellent Part-time schedule! Monday-Friday 1:00pm-5:00pm

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

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experience.
- 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.

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