Kansas
Judicial Branch

Notice of Employment Opportunity

Position number:	K0077011
Location of Employment:	18th Judicial District, Wichita, Kansas 67203
Position Title and Salary:	Trial Court Clerk III, 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)

Internal candidates will be considered first.

This is a supervisory opportunity in the office of the Clerk of the District Court. Work involves supervising a team of trial court clerks with additional responsibility for the technical and clerical operations. This position requires good leadership as well as administrative skills.

Job Duties:

- Manage the daily workflows of a technical processing unit or major area of court process within the District Court.
- Provide direct supervision, guidance, and evaluation to a small-to-moderate number of clerical subordinates.
- Execute complex, specialized clerical tasks requiring deep knowledge of court operations and legal documentation.
- Operate under general supervision, reporting progress and performance metrics to higher-level court officials.

Required Education and Experience:

- High School Diploma or GED
- One-year of court/legal experience

Additional Preferred Experience:

- Three years of clerical experience

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

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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