



## Notice of Employment Opportunity

Position number: K0043167

Location of Employment: 18<sup>th</sup> Judicial District, Sedgwick County, Kansas 67203

Position/Salary and Benefits: Administrative Assistant, Grade 23 \$43,650.46 annually

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

**Job duties:** This is a highly responsible, complex, confidential administrative position assisting a judge of the district court. Professionalism is required in all aspects of this position. Work requires competence, independent judgment, discretion, a high degree of initiative balanced with common sense, and courteous interaction with court stakeholders. Applicants should be able to become familiar with court proceedings and/or legal terminology. Additionally, applicants should be able to prioritize and communicate well. This position requires flexibility and a good attitude.

**Required experience and education:** High School Graduation, minimum of three years' experience in secretarial and general clerical work. Legal and/or court experience preferred.

**Preferred skills:** Experienced Administrative Assistant or legal secretary; skilled with computer technology (Microsoft applications) and drafting correspondence, word processing; multitasking essential, willingness to work beyond normal hours if required; excellent organizational skills, filing, scheduling, communicating effectively and experience in general office administration.

**Applications will be accepted until December 5, 2025 @ 5PM.**

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch by calling 316-660-5803 or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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