



Notice of Employment Opportunity

Position number: K0043167

Position Title and Salary: Administrative Assistant - Grade 23, \$20.47

Location of Employment: 18th Judicial District, Wichita, Kansas – 11th Floor Administration

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](#)

Internal candidates will be considered first.

This position is responsible for complex administrative work. The work requires significant attention to detail in the area of accounts payable, purchasing, and inventory. Work requires the exercise of a high degree of initiative and the ability to work both independently and harmoniously within a team.

Required Education, Experience, and Qualities:

- High school graduate or equivalent
- Knowledge, ability, and skill in the use of MS Office Suite – especially Word and Excel
- Ability to maintain friendly working relationships with internal and external customers by treating all with kindness, dignity, and professionalism
- Excellent customer service skills
- Be a good steward of public funds

Additional Desired Qualifications:

- Ability to follow written and oral instructions
- Proficient skill in the use of MS Office Suite
- Proficient skill in the use of SAP
- Proficient skill in the use of Adobe Acrobat (PDF)
- Experience in Accounts Payable, purchasing and inventory
- Ability to communicate effectively
- Ability to maintain a professional appearance

Applications will be accepted until Monday, April 14, 2025 @ 4 PM.

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 at the above number or by TAD through the Kansas Relay Center at 800-766-3777 or 711.

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