



Notice of Employment Opportunity

Position number: K0111261

Position Title and Salary: Accounting Technician, Grade 20, \$16.43 hourly

Location of Employment: 18th Judicial District, Wichita, Kansas 67203

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

Job Duties:

Advanced bookkeeping and related accounting work in maintaining bookkeeping and accounting records and providing financial information for a district court. Work involves maintaining a significant part of a bookkeeping system. Clerical duties as related or assigned to one or more of the district court clerks office are also the responsibility of this position. Work is performed independently within established policy and procedures, and is reviewed by superiors primarily through verification of financial records and statements and through periodic audits.

Required Education and Experience:

Graduation from high school, including or supplemented by courses in bookkeeping, and three years experience in bookkeeping. Knowledge of basic bookkeeping principles and accounting procedures. Ability to apply advanced bookkeeping to the maintenance of fiscal and accounting records. Ability to make complex and varied arithmetic computations and tabulation rapidly and accurately. Ability to understand and carry out complex oral and written instructions. Knowledge of 10-key, MS Excel, and personal computers.

Applications will be accepted until filled.

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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 know 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.

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

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