



Notice of Employment Opportunity

Position number: K0055997

Position Title and Salary: Administrative Assistant, Grade 23, \$42,585.82

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

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

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 detail-oriented, understand court proceedings and/or legal terminology, and be able to prioritize and communicate well. This position requires flexibility and a good attitude.

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

Preferred qualifications: 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.

Application Deadline: Friday May 16th at 5 PM

The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch at ada@kscourts.org. TDD users may call through the Kansas Relay Center at 800-766-3777 or 711.

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