



## Notice of Employment Opportunity

Position number: K0071403

Position Title and Salary: Trial Court Clerk V – Grade 31, \$49,294 Annually

Location of Employment: 18<sup>th</sup> Judicial District, Wichita, Kansas

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

Internal candidates will be considered first.

### Job Duties:

Highly responsible supervisory and limited administrative work in the office of the Clerk of the District Court in one of the largest districts. Work involves coordination of the various department supervisors to ensure that case processing systems and procedures are compatible throughout the court. Monitor work productivity in assigned areas. Assist with critical reports. Represent the clerk's office, through various meeting and committees, as assigned. Interact effectively with subordinates on a daily basis. Responsible for reviews and evaluations. Work is performed under the general supervision of the Clerk of the District Court.

### Required Education and Experience:

Graduation from high school and four years of clerical experience, including at least three years of court clerical or equivalent experience and including one year of supervisory experience. Graduation from an accredited four-year college or university may be substituted for the required clerical and/or supervisory experience. Knowledge of Microsoft products including: Word, Excel, and Outlook.

**Typing:** 35 wpm

### Applications will be accepted until filled.

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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