



## Notice of Employment Opportunity

Position number: K0077011

Position Title and Salary: Trial Court Clerk III – Grade 21, \$19.50 hourly

Location of Employment: 18<sup>th</sup> Judicial District, Wichita, Kansas (Records Department)

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

Internal candidates will be considered first.

### **Job Duties:**

This is technical court clerical and supervisory work in the office of a Clerk of the District Court.

Work involves responsibility for supervision and participation in a wide variety of technical operations requiring specialized clerical knowledge. Typical assignments include performing as the supervisor in charge of one or more major areas of court process or of a technical processing unit within a major area of one of the largest courts, with supervision exercised over a small to moderate number of clerical subordinates.

Work is performed under the general supervision of a higher level court clerk or a Clerk of the District Court and is reviewed through conference reports and on the basis of results obtained.

### **Required Education and Experience:**

Graduation from High School and three years of clerical experience, including at least one year of court clerical or other legal experience. Course work at an accredited two or four year college or university may be substituted on a year-for-year basis for up to two years of the required experience, except that at least one year of court clerical or comparable experience is required in addition to any college course work substituted.

### **Applications will be accepted until January 7, 2025 at 4:00 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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