



Notice of Employment Opportunity

Position number: K0111263

Position Title and Salary: Trial Court Clerk IV – Grade 27, \$47,001.86 Annually

Location of Employment: 18th 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 a responsible supervisory and technical work and limited administrative work for a large district court. Work involves supervising and participating in the work of employees engaged in technical clerical work. Incumbents of this class perform as the supervisor in charge of overall operation of a major department where a high degree of activity and a greater complexity of operations require supervision of larger numbers of employees and increased administrative duties. Work is performed under the general supervision of the Clerk of the District Court and is reviewed through conferences, reports, and on the basis of results.

Required Education, Experience and Qualities:

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 November 23, 2024 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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