



Notice of Employment Opportunity

Position number: K0121936

Location of Employment: 18th Judicial District, Sedgwick County, Kansas 67203

Position/Salary and Benefits: Administrative Assistant, grade 23 \$42,585.82 annually

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

Internal candidates will be considered first.

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 able to become familiar with court proceedings and/or legal terminology. Additionally, applicants should be able to prioritize and communicate well. This position requires flexibility and a good attitude.

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

Preferred skills: 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.

Applications will be accepted until December 13, 2024 @ 4PM.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for accommodation will not affect your opportunities for employment with the Judicial Branch. If you wish to request an ADA accommodation, please contact ada@kscourts.org or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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