



## Notice of Employment Opportunity

Position number: Multiple Positions  
Position Title and Salary: Trial Court Clerk II – Grade 18, \$18.12 hourly  
Location of Employment: 18<sup>th</sup> Judicial District, Wichita, Kansas

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

### **Job Duties:**

Duties may include responsibility for specific area of court process or for performing a variety of major court clerical functions. Advice and assistance will normally be provided as needed by a higher level court clerk or by the Clerk of the District Court, but most functions will be performed with a minimum of checking or other supervision. A Court Clerk II may function as a lead worker in a unit.

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

Graduation from high school and one year of experience in clerical work. Thirty semester hours, or its equivalent, may be substituted for the required experience. Skill in use of personal computers/software.

### **Applications will be accepted until November 29, 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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