



Notice of Employment Opportunity

Position number: Multiple Positions
Position Title and Salary: Trial Court Clerk II, Grade 16, \$14.92 hourly
Location of Employment: 18th Judicial District, Wichita, Kansas 67203

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

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.

Typing: 35 wpm (Test required day of interview)

Applications will be accepted until filled.

THE KANSAS JUDICIAL BRANCH IS AN EOE/AA EMPLOYER

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.

The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

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