



## Notice of Employment Opportunity

**Position number:** K0070777

**Position Title and Salary:** Trial Court Clerk II, Grade 18, \$18.57 hourly

**Location of Employment:** 21<sup>st</sup> Judicial District, Riley County, Kansas 66502

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

**Job Duties:** This is a full time, clerical position in the Clerk of the District Court office. Duties may include responsibility for a specific area of court process or for a variety of court clerical functions including File and record pleadings; data entry; set hearings; maintain court calendar; scanning, imaging, and indexing court documents; issuing summonses, notices, and subpoenas. Aid judges, attorneys, co-workers, and the public. Functions related to receipts and disbursement of money, certifying documents, issuing marriage licenses, assisting with jury management, and performing other duties as assigned.

**Required education and experience:** Must have a high school diploma or equivalent and 6 months experience in clerical work. Thirty semester hours or its equivalent may be substituted for the required experience.

**Preferred qualifications:** Understand and follow oral and written instructions. Demonstrate an ability to work in a fast-paced environment, and display ability to maintain calm in stressful situations. Experience in data entry, customer service, and operation of standard office equipment is essential.

**APPLICATION DEADLINE:** Open Until Filled

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](mailto:ada@kscourts.org) or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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