

X Open
X Transfer

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
FIFTH JUDICIAL DISTRICT**

Date: July 27, 2017

Classification and Salary: Trial Court Clerk II – **Full-Time**
Grade 13, Step A, \$11.80 per hour, excellent benefits
Increase to \$13.00 per hour after 1 year probationary period
Monday – Friday, 8:00 a.m. - 5:00 p.m.

Location of Employment: Lyon County District Court
Lyon County Courthouse
430 Commercial
Emporia, Kansas 66801

Job Duties: This is clerical work in the District Court under the guidance of the Clerk of the Court. Job duties and work are standardized and follow well established procedures primarily for the criminal caseload. This position is responsible for processing legal documents for case records by scanning or e-filing; maintaining accurate case identification data; providing courteous and cooperative assistance to judges, attorneys, and the general public; acting as bailiff during criminal court proceedings; and performing other duties as assigned by the Clerk of the Court.

Required Education and Experience: Graduation from high school and one year of experience in clerical work.

Preferred Skills or Abilities: Ability to learn and understand the operation and functions of the court in duties assigned. Skill in typing and knowledge of general office practices and equipment. Ability to understand and follow oral and written instructions. Computer experience with Microsoft office software.

Other: All applicants are subject to a name based criminal history background check. If employed, the new employee is required to pass a fingerprint-based background check within the first 30 days of employment.

Applications: All applicants must submit a completed Judicial Branch application, which may be obtained at <http://www.kscourts.org/pdf/application.pdf> or from any District Court Clerk's office in the State of Kansas.

Send application and resume to: Ruth Wheeler, Court Administrator
Lyon County Courthouse
430 Commercial
Emporia, Kansas 66801

Application deadline: **Friday, August 4, 2017 at 5:00 p.m.**

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, in taking an examination, or in interviewing. 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 620-340-8295 or by TDD through the Kansas Relay Center at (800) 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER