

X Open
X Transfer

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

Date: March 11, 2019

Classification and Salary: Trial Court Clerk II – **Full-Time**
Grade 12, Step A, \$13.00 per hour with great benefits (see below)
Increase to \$14.34 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 Street
Emporia, Kansas 66801

Job Duties: This position performs a variety of major court clerical functions. Job duties and work are standardized and follow well established procedures. Duties include e-filing, scanning, maintaining court calendars, recording pleadings, data entry, receipting, assisting in preparation of dockets, providing customer service over the telephone and in person, certifying documents, supporting deputy clerks as necessary, and performing other work as assigned by the Clerk of the District Court. This position will cross train in multiple areas of the district court and assist as needed. Training is provided through the clerk's office.

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

Preferred Skills or Abilities: Applicants must have experience working with computer programs; understand modern office practices, court procedures, policies, and the scope of authority of the court; and be able to understand and follow oral and written instructions. Applicants will need to possess good customer service skills, be well-organized, detail-oriented, and be able to multi-task.

Benefits: Employment with the Kansas Judicial Branch provides excellent benefits, including medical, prescription, dental, and vision insurance, with many additional optional insurance programs, Kansas Public Employees Retirement System benefits, vacation and sick leave, 11 holidays, funeral and discretionary leave, life insurance, deferred compensation, flexible spending accounts, and Learning Quest Educational Savings Program.

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.

State Judicial Application Form Required: Pick up at the district court clerk's office in Emporia or obtain the application online at <http://www.kscourts.org/pdf/application.pdf> or at www.5thjd.org.

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

Application deadline: **Tuesday, March 26, 2019 by 5 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