

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
18th Judicial District, District Court, Sedgwick County, Kansas**

Open   
Promotional   
Transfer

Date Open: Monday, September 10, 2018

Position Title and Salary:     **ACCOUNTING TECHNICIAN**  
  Grade 16 / A  
  \$14.342 / hour

Position Number:                K0052980

Location of Employment:     District Court Accounting Department

**Job Duties:**

Advanced bookkeeping and related accounting work in maintaining bookkeeping and accounting records and providing financial information for a district court. Work involves maintaining a significant part of a bookkeeping system. Clerical duties as related or assigned to one or more of the district court clerks office are also the responsibility of this position. Work is performed independently within established policy and procedures, and is reviewed by superiors primarily through verification of financial records and statements and through periodic audits.

**Required Education and Experience:**

Graduation from high school, including or supplemented by courses in bookkeeping, and three years experience in bookkeeping. Knowledge of basic bookkeeping principles and accounting procedures. Ability to apply advanced bookkeeping to the maintenance of fiscal and accounting records. Ability to make complex and varied arithmetic computations and tabulation rapidly and accurately. Ability to understand and carry out complex oral and written instructions. Knowledge of 10-key, MS Excel, and personal computers.

**Typing:**    35 wpm

Apply in person:     District Court Administrative Office  
                                  Sedgwick County Courthouse  
                                  525 N. Main, 11<sup>th</sup> Floor  
                                  Wichita, Ks. 67203

Telephone inquiries may be directed to :     316-660-5803

**Application can be found at: <http://www.dc18.org/> - select "Employment Opportunities" link**

**Applications will be accepted until: Monday, September 24, 2018 @ 4:00 p.m.**

SUBJECT TO APPROVAL OF THE CHIEF JUSTICE  
THE KANSAS JUDICIAL BRANCH DOES NOT DISCRIMINATE ON THE BASIS OF RACE,  
RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. THE KANSAS JUDICIAL  
BRANCH IS AN EEO/AA EMPLOYER