

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

Open
Promotional
Transfer

Date Open: Thursday, January 3, 2019

Position Title and Salary: **TRIAL COURT CLERK III**
Grade 16 / A
\$14.342 / hour

Position Number: K0060835

Location of Employment: **For Assignment in District Court**
(Criminal Department)

Job Duties:

This is technical court clerical and supervisory work in the office of a Clerk of the District Court. Work involves responsibility for supervision and participation in a wide variety of technical operations requiring specialized clerical knowledge. Typical assignments include performing as the supervisor in charge of one or more major areas of court process or of a technical processing unit within a major area of one of the largest courts, with supervision exercised over a small to moderate number of clerical subordinates.

Work is performed under the general supervision of a higher level court clerk or a Clerk of the District Court and is reviewed through conference reports and on the basis of results obtained.

Required Education and Experience:

Graduation from High School and three years of clerical experience, including at least one year of court clerical or other legal experience. Course work at an accredited two or four year college or university may be substituted on a year-for-year basis for up to two years of the required experience, except that at least one year of court clerical or comparable experience is required in addition to any college course work substituted.

Typing: 35 wpm

Apply in person: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, KS 67203

**Application can be found at: <http://www.dcl8.org/> - select "Employment Opportunities" link
Applications will be accepted until: **Thursday, January 10, 2019 at 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