

**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: **TRIAL COURT CLERK II (FULL-TIME)**
Grade 12 / A
\$13.003 / hour

Position Number: K0069237, K0058512, K0200308, K0046807

Location of Employment: For Assignment in District Court
(Department to be Determined)

Job Duties:

Duties may include responsibility for specific area of court process or for performing a variety of major court clerical functions. Advice and assistance will normally be provided as needed by a higher level court clerk or by the Clerk of the District Court, but most functions will be performed with a minimum of checking or other supervision. A Court Clerk II may function as a lead worker in a unit.

Required Education and Experience:

Graduation from high school and one year of experience in clerical work. Thirty semester hours, or its equivalent, may be substituted for the required experience. Skill in use of personal computers/software.

Typing: 35 wpm

Submit applications to: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th 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