

Promotional XX
Transfer XX
Open XX

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
FIFTEENTH JUDICIAL DISTRICT
SHERMAN COUNTY DISTRICT COURT**

Date: August 11, 2019

LOCATION OF EMPLOYMENT: Sherman County District Court
813 Broadway Room 201
Goodland KS 67735

CLASSIFICATION & GRADE: Trial Court Clerk II- 50% position
Position No. K0064469
Grade 12 Step A- Starting salary \$13.328 per hour
Benefits available

JOB DUTIES: Work involves routine and standardized clerical duties such as accurate data entry of case information in the case management system and accounting duties, such as receipting and disbursing fines and costs; and performing end of the day accounting. Applicant should desire to learn all facets of the work; pay close attention to detail; provide courteous and helpful assistance to judges, court staff, attorneys, law enforcement and public, maintain confidentiality. Applicant should be skilled in communicating with others, using current technology and software applications, multi-tasking, handling stressful situations; following oral and written instruction and making decisions in accordance with laws, court policies and procedure. Hours of work must be flexible.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma or equivalent. Computer experience essential. Clerical experience and knowledge of court procedure and policies helpful.

SEND APPLICATION AND RESUME TO: Kim Schwarz
Chief Clerk 15th Judicial District
PO Box 805
Colby KS 67701
785-460-4540

APPLICATIONS CAN BE PICKED UP AT: Sherman County District Court or found online at
<http://www.kscourts.org/pdf/application.pdf>

APPLICATIONS WILL BE ACCEPTED THROUGH: Open Until Filled

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

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, 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. Please contact Kim Schwarz at 785-460-4540 or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.