

Open__X_
Transfer_X____
Promotional_____

Unified Judicial System
NOTICE OF EMPLOYMENT OPPORTUNITY
Johnson County District Court

Date: January 14, 2019

Position: K0060394

LOCATION OF EMPLOYMENT:

Office of the Clerk of the District Court
Johnson County Courthouse, Olathe, KS.

CLASSIFICATION AND GRADE:

Trial Court Clerk II, Grade 12 Step A, Non-Exempt
\$13.00/hour (\$14.34/hour after 1 year probationary period)

JOB DUTIES:

This position will be in the Civil Department in the Clerk of the District Courts Office. Duties include filing in documents/creating new cases, receipting transactions, setting hearing dates, processing small claims cases, answering phone calls from attorneys/ pro-se litigants, quality checking of documents, e-filing when available and opening mail. All other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office management practices and procedures.
Ability to understand and follow oral and written instructions.
Ability to understand court procedures and policies.
Skills in the operating of office equipment.
Must be able to work with some degree of Independence and responsibility.
Must have good Customer services skills.
Confidentiality.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Courteous, professional and cooperative.
Knowledge of the court system or legal experience is a plus.
Spanish speaking is a plus.

SEND APPLICATIONS TO:

Jennie Leach, Office of the Clerk of the District Court
Johnson County Courthouse
100 N. Kansas Avenue
Olathe, Kansas 66061-3273
Jennie.leach@jocogov.org

APPLICATIONS WILL BE ACCEPTED THROUGH: UNTIL FILLED

APPLICATION available at <http://www.kscourts.org/court-administration/job-opportunities/default.asp>

The Unified Judicial Department is an Equal Opportunity/Affirmative Action Employer. American Disabilities Act insures 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 or accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch.