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UNIFIED JUDICIAL SYSTEM
NOTICE OF EMPLOYMENT OPPORTUNITY
JOHNSON COUNTY DISTRICT COURT

DATE: January 14, 2019

Position No. K0075929

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 Clerk of the District Courts Office in the Help Center assisting Pro Se litigants with paperwork when filing for divorce or support cases. Create cases, receipt money, scan documents and obtain hearing dates. Answer phones, e-file, conduct quality control of documents. Work directly with KLS< KBA and Administrative Assistants. Assist in promotion and statistics of Help Center. Monitor, maintain and replenish stock of written materials. Assist in other departments when necessary and perform other tasks as assigned by the Help Center Supervisor. Assist, promote and schedule Night Court in the Help Center.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school and one year of experience in clerical work. Thirty semester hours may be substituted for the required experience.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of court procedures and policies, forms of legal documents, and legal factors pertaining to the court.

Ability to understand, functions, and scope of authority of assigned activity.

Ability to make decisions in accordance with law, regulations, court policies, and procedures.

Ability to maintain a variety of complex records, and prepare standard reports from such records
Computer data entry.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Courteous, professional and cooperative.

SEND APPLICATIONS TO: Jennie Leach, Office of the Clerk of the District Court
Johnson County Courthouse
100 N. Kansas Ave
Olathe, KS 66061-3273

APPLICATIONS WILL BE ACCEPTED: 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. America 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.