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Promotional ____

Unified Judicial System
NOTICE OF EMPLOYMENT OPPORTUNITY
Johnson County District Court

Date: November 15, 2020

Position: K0051216

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
\$13.33/hr.; Full-time (\$14.70/hr. after 1 year probationary period)

JOB DUTIES:

This position is in the Clerk of the District Courts Office. Duties will include assisting the public and answering phone calls/emails, scanning/quality checking of documents. 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.
Maintain 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: Brittany Hunt, Office of the Clerk of the District Court
Johnson County Courthouse
100 N. Kansas Avenue
Olathe, Kansas 66061-3273
Brittany.Hunt@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.