



Notice of Employment Opportunity

Position number: K0067141

Position Title and Salary: Trial Court Clerk II, Grade 18, \$16.43 Hourly

Location of Employment: 15th Judicial District, Sheridan County, KS 67740

Kansas Judicial Branch Benefits: [State Employment Center - Benefits \(ks.gov\)](#)

Job Duties: Work involves receiving, docketing, and processing cases for the District Court. File and record case documents; issue legal process as required, following established procedures, set hearings and maintain calendar, receipt monies, assist in preparation of docket, complete judicial reports, and provide information and assistance to judges, attorneys, self-represented litigants, law enforcement agencies, other government agencies, and the general public by phone, emails, and in person. Communicate effectively and efficiently using both oral and written means. Follow oral or written instructions. Make decisions based upon laws, rules, policies, and procedures. Will perform such other duties as may be assigned by the Clerk of the District Court.

Required Education and Experience: Graduation from high school or equivalency and one year of clerical experience, legal experience preferred, and knowledge of modern office practices and computer programs.

To apply: go to <https://www.kscourts.org/Public/Court-Careers> or scan



Questions: Contact Jo Argabright, District Court Administrator, at 785-460-4557 or jo.argabright@kscourts.org

Applications will be accepted until: open until filled

THE KANSAS JUDICIAL BRANCH IS AN EOE/AA EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. 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 at ada@kscourts.org or by TAD through the Kansas Relay Center at 800-766-3777 or 711.

The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

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