

Open X
Promotional X
Transfer X

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
FIRST JUDICIAL DISTRICT**

DATE: March 31, 2021

LOCATION OF EMPLOYMENT: Leavenworth County District Court
Leavenworth, Kansas

CLASSIFICATION AND GRADE: Trial Court Clerk III
Position No. K0113013, Grade 16
Salary Range \$1,176.08-\$1,501.04/Bi-Weekly
(SEE KCPR 4.10 REGARDING PAY UPON PROMOTION)

JOB DUTIES: Assists the clerk of the district court in employee supervision and management functions, including employee evaluation and discipline, handling grievances and complaints, managing employee leave and timesheets, providing guidance and information to staff, developing policies and recommending procedures, and supervising necessary cross-training. Assists the clerk in supervising all case processing activities of the court. Interprets and applies filing and other case management procedures as specified in District Court Clerk's Reference Manual. Oversees imaging and docketing of pleadings, indexing, receipt and disbursement of monies, microfilming, and the filing, transfer, and movement of court records. Supervises the court's accounting and bookkeeping systems relating to receipts, disbursements, reconcilements, and financial reporting. Prepares required financial reports. Reviews statistical reports and detects backlogs in case processing. Work is performed under the supervision of the clerk of the district court.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from high school or equivalency, and three years of clerical experience, including at least one year of court clerical or other legal experience. Course work at an accredited two- or four-year college or university may be substituted on a year-for-year basis for up to two years of the required experience, except that at least one year of court clerical or comparable experience is required in addition to any college work substituted.

ADDITIONAL EXPERIENCE DESIRED: Substantial experience with Full Court or other case processing systems. Knowledge of filing and case management procedures as specified in District Court Clerk's Reference Manual.

State Judicial Application Form Required: Obtain at the district court clerk's office in Leavenworth or online at the Kansas Judicial Branch's home page (<https://www.kscourts.org/Public/Court-Careers>), or the District Court's local web page (<https://www.leavenworthcounty.gov>).

SEND APPLICATION TO: Julie Clemens
Clerk of the District Court
Leavenworth Justice Center
601 South Third Street
Leavenworth, Kansas 66048
(913) 684-0700

APPLICATION DEADLINE: 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 Steven Crossland at the above number or by TDD through the Kansas Relay Center at (800) 766-3777 to report your needs.