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Kansas Judicial Branch

## Administrative Assistant - 3rd Judicial District

Topeka, KS - Full Time

Position number: K0177470 and K0075487

Position Title and Salary: Administrative Assistant, grade 23, \$37,685

Location of Employment: 3rd Judicial District, Topeka, Kansas 66603

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

**Job duties:** This is a highly responsible, complex, confidential administrative position assisting a judge of the district court. Professionalism is required in all aspects of this position. Work requires competence, independent judgment, discretion, a high degree of initiative balanced with common sense, and courteous interaction with court stakeholders. Applicants should be detail-oriented, understand court proceedings and/or legal terminology, and be able to prioritize and communicate well. This position requires flexibility and a good attitude.

**Required education and experience:** High School Graduation, minimum of three years' experience in secretarial and general clerical work. Legal and/or court experience preferred.

**Preferred qualifications:** Experienced Administrative Assistant or legal secretary; skilled with computer technology (Microsoft applications) and drafting correspondence, word processing; multitasking essential, willingness to work beyond normal hours if required; excellent organizational skills, filing, scheduling, communicating effectively and experience in general office administration.

**APPLICATION DEADLINE:** Open Until Filled

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, in 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 at [ada@kscourts.org](mailto:ada@kscourts.org). TDD users may call through the Kansas Relay Center at



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Kansas Judicial Branch

## Trial Court Clerk IV - 3rd Judicial District

Topeka, KS - Full Time

Position number: K0075324

Location of Employment: 3rd Judicial District, Shawnee County Courthouse, 66603

Classification and Grade: Trial Court Clerk, IV, Grade 27, \$42,632 annually

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

**Position duties:** This is a supervisory position which will require experience and working knowledge of all areas of the Juvenile/Probate as well as leadership abilities. This position is responsible for supervising department staff and all necessary procedures with cases in the Juvenile/Probate office. The successful applicant will coordinate e-filing efforts with the court's Information Systems Department, the Office of Judicial Administration, and other external agencies, work closely with judges, attorneys and their staff, law enforcement agencies, and other county and state agencies.

**Required education and experience:** Graduation from high school and four years clerical experience. Preference given to applicants with previous supervisory experience

**Desired qualifications:** The successful applicant must possess proven management, leadership, and supervisory experience. This position must have the ability to work effectively and professionally with judges and court personnel, staff, public, external stakeholders, and others. He or she must exhibit excellent oral and written communication skills, be a successful trainer, can motivate staff and possess the ability to update and maintain procedures as needed or require.

Applications accepted until: Open until filled

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Kansas Judicial Branch

## Trial Court Clerk II - 3rd Judicial District

Topeka, KS - Full Time

Position number: K0060130

Location: 3rd Judicial District, Shawnee County, Topeka, Kansas 66603

Title/Salary: Trial Court Clerk II, 1

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

**Job Duties** The incumbent performs miscellaneous clerical functions including: File and record pleadings; data entry; set hearings, maintain court calendar; docket preparation; complete judicial reports; provide information and assistance to judiciary and other public and private entities by phone or in person. Employees are cross trained to become familiar with all office operations. Staff will work closely with the public on a daily basis and may be responsible for financial transactions or other duties as assigned. Once trained, incumbent must be able to work independently with minimal supervision.

**Required education and experience:** Must have a high school diploma or equivalency plus past experience in a clerical or similar position.

**Preferred qualifications:** Knowledge of routine office policies and procedures. Legal experience is advantageous. Financial experience desirable. Promptness and regular attendance are **essential**.

**Knowledge abilities and skills:** Must have knowledge of modern office practices and procedures; can operate office machinery, ability to learn & understand the court process and policies; comprehend and follow oral and written instructions, ability to file documents and have typing skills. Must have computer experience and knowledge with Microsoft Office, Excellent customer service skills.

The successful candidates will be required to undergo a comprehensive criminal background check.

The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an 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 at [ada@kscourts.org](mailto:ada@kscourts.org). TDD users may call through the Kansas Relay Center at 800-766-3777 or 711



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