

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

**CLASSIFICATION, SALARY and LOCATION OF EMPLOYMENT:**

**Trial Court Clerk II Position** – Riley County Courthouse, Manhattan, KS  
M-F, 8AM – 5PM  
Grade 16 Step A @\$14.922 hr, excellent benefits  
\$16.434 hr. at one year with successful evaluation  
Position #K0074023

**JOB DUTIES:** Receive, docket, and process legal documents for case records by computer. Provide courteous and cooperative assistance to judges, attorneys, and the general public. Also perform functions related to answering the telephone and certifying documents. Must perform such other duties as assigned by the Clerk of the District Court.

**REQUIRED EDUCATION and EXPERIENCE:** Graduation from high school and one year of clerical experience is required. Thirty college semester hours or its equivalent may be substituted for the required experience. Ability to perform accurate computer data entry and operate standard office equipment.

**DESIRABLE QUALIFICATIONS:** Experience with Microsoft Office software. Working experience in a court or law office.

**KANSAS JUDICIAL BRANCH APPLICATION REQUIRED:**

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

**APPLICATION DEADLINE:** Open until filled

**SEND APPLICATION TO:** DaLanna Nichols  
Court Administrator  
100 Courthouse Plaza  
Manhattan, KS 66502  
(785) 537-6363

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. Please contact DaLanna Nichols at (785) 537-6363 or by TTY at Center at (800) 766-3777.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**