

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	October 13, 2022	<b>Posting Ends</b>	November 30, 2022
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<b>Position Title</b>	<b>COURT CLERK I</b>
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<b>Department:</b>	Municipal Court	<b>Division:</b>	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Municipal Court Clerk Office 701 N 7th Street Rm 232 Kansas City, KS
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**BRIEF JOB DESCRIPTION:** This is entry level work involving routine and standardized methods and procedures as it pertains to ticket entry and filing; responding to municipal court email correspondence; receiving/processing payments via mail, in-person, and online; and relaying information to customers regarding driver's license status as well as other general municipal court information. General office duties to include copying, faxing, and printing. Perform other duties of a similar nature or level as needed.

**MINIMUM QUALIFICATIONS:** High school diploma or GED. General clerical experience. Must have cashier, computer, and customer service experience to include sufficient telephone skills. Knowledge of Microsoft Office applications. Ability to understand and follow oral and written instructions.

<b>SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.</b>					
<b>Salary Range</b>	\$17.29/hr.	<b>PI #</b>	0039, 0055, 0035	<b>Class. Code</b>	0140

**EXT 11/3/22**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND  
EMPLOYMENT ELIGIBILITY**

*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*

*EOE*