

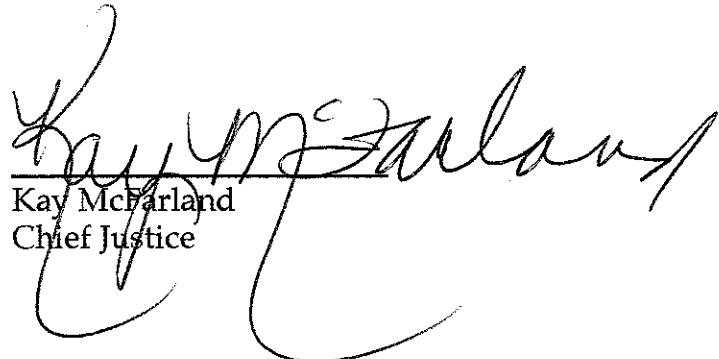
IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order 147

Re: Temporary Trial Court Clerk Classification

Pursuant to K.S.A. 20-162, the classification of Temporary Trial Court Clerk is hereby created. The classification specification of the Temporary Trial Court Clerk is attached to this order. The pay grade for the classification shall be Grade 9.

By order of the Supreme Court of Kansas this 2nd day of June, 2000.



Kay McFarland
Chief Justice

Attachment

TEMPORARY TRIAL COURT CLERK

DEFINITION OF WORK

This is routine clerical work.

Works involves performing standard clerical duties including some typing, filing, answering phones and work errands. Work also involves preparing records and storing documents in files for future reference. Duties are of routine difficulty and are performed under general supervision.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Reviews documents filed and received for completeness.

Records receipt of documents by hand or by computer.

Files and maintains cards, documents and records using chronological, alphabetical and numerical filing systems.

Answers telephone, makes and certifies copies, waits on counter, and assists in the issuance and filling out of various forms.

Prepares lists, receives and posts fees and other receipts in routine journals or registers.

Prepares index cards, file labels, and other materials to facilitate record retrieval.

Performs other duties as required.

REQUIRED EDUCATION AND EXPERIENCE:

Training in general office practices and typing.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of general office practices and procedures.

Knowledge of business English, punctuation, spelling and arithmetic.

Ability to understand and follow oral and written instruction.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in typing, computer use and the operation of standard office equipment.