

LEGAL PUBLISHING AND ACCOUNTING SPECIALIST

DEFINITION OF WORK

This position involves a wide variety of duties supporting the attorneys and fiscal officer of the Kansas Judicial Council. The position is non-remote, located in the Judicial Center, Topeka, KS; M- F, 8:00-5:00.

Examples of work performed include: customer service/responding to telephone and email inquiries; assembling materials for committee meetings; preparing meeting rooms and arranging hospitality services; assisting with preparation of legal publications, including extensive editing and proofreading; assisting with invoicing, shipment, accounts receivable and payable, and performing any other related work as required.

EDUCATION

Associate's degree or two years of post high school education preferred. Work experience as a paralegal or legal assistant may be substituted. Current students in any law-related certification program are encouraged to apply.

SKILLS AND ABILITIES REQUIRED

- Appreciation for detail work requiring a high degree of accuracy
- Ability to work effectively without constant and direct supervision or guidance
- Advanced-level proficiency in Microsoft Office and Adobe Acrobat
- Ability to draft correspondence on routine matters
- Approaches assignments in an organized, methodical, and thorough manner
- Ability to proofread manuscripts for accuracy and consistency

Additional Desirable Skills and Abilities

- Experience in producing publications or proficiency in Adobe InDesign
- Familiarity with Statewide Management, Accounting & Reporting Tool (SMART)
- Experience as a legal secretary or legal assistant
- Working knowledge of databases
- Experience with website design and maintenance

Dependability, punctuality and attendance are imperative. Compensation commensurate with education, experience, and abilities. Pay range: \$20.00-\$22.00/hr.

RESUME SUBMISSION

Submit resume and cover letter to: Kansas Judicial Council, 301 SW 10th Street, Suite 140, Topeka, Kansas 66612, or by e-mail to judicial.council@ks.gov.

APPLICANTS NOT MEETING THE MINIMUM REQUIREMENTS OF EDUCATION, EXPERIENCE, AND SKILLS WILL NOT BE CONSIDERED.