

# Office of the County Attorney

State of Kansas  
County of Crawford

**Reina Probert**

County Attorney

(620) 724-6780  
(620) 724-6790 (Fax)



Girard Courthouse  
111 East Forest, Ste. A  
Girard, Kansas 66743

**Christina Lloyd**  
Deputy County Attorney

**Ethan Manke**  
**Joanna Derfelt**  
Assistant County Attorneys

The Crawford County Attorney's Office is accepting applications and resumes for a full time Traffic/Misdemeanor Administrative Clerk. The position is located in our Pittsburg office location, and the hiring rate of pay is between \$16.00-\$18.00 per hour, depending on experience, with the potential of increase.

## PRIMARY DUTIES/RESPONSIBILITIES:

Primary responsibilities include but are not limited to, customer service, data entry, document preparation and filing, criminal case filing, scheduling, handling correspondence with opposing legal counsel, prepare files for upcoming court dockets, monitor diversion agreements for compliance, and all general administrative support work. Additional duties and responsibilities may be added to the position description at any time.

## REQUIREMENTS:

The position requires a High School diploma or GED equivalency and one year of general clerical experience. Successful candidates must have the ability to multi-task and work independently in a fast-paced environment, have attention to detail, possess a high level of confidentiality, and have excellent interpersonal and organizational skills. Candidates must also be proficient in Microsoft Office programs, especially Microsoft Word.

***Applications and Resumes will be accepted until the position is filled.*** Applications and resumes are accepted at our Girard location at the Crawford County Courthouse, 1<sup>st</sup> Floor. You may also mail your application and resume to the Crawford County Attorney's Office, 111 East Forest, Ste. A, Girard, KS 66743, or you may send via email to Carma Burns at [cburns@crawfordcountykansas.org](mailto:cburns@crawfordcountykansas.org)

You can download a copy of the county job application by visiting <https://www.crawfordcountykansas.org/county-employment.html> and click on the 'Job Application' link. A resume and completed application will need to be submitted in order to be considered.