

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
18th Judicial District Court, Sedgwick County, Kansas**

Open
Promotional
Transfer

Date Open: Thursday, May 31, 2018

Position Title and Salary: **COURT SERVICES OFFICER I**
Grade 22 / Step A
\$38,074 annually

Position Number: K0061769

Location of Employment: For Assignment in Juvenile, Child in Need of Care

Job Duties:

This is court services work supervising and otherwise assisting individuals who are under the jurisdiction of the District Court or being furnished auxiliary services by the District Court. The work involves communication and interaction with individuals under the Court's jurisdiction and other concerned parties and preparation of reports to the Court; attending court hearings in regard to the assigned caseload; assisting individuals in understanding and meeting requirements that have been placed on them; assisting individuals in identifying needs and finding appropriate outlets and/or specific help in meeting these needs; obtaining detailed information for the official record and testifying in court when required. An incumbent in this class prepares reports to the court, maintains records of contact with individuals and of the caseload in general and works closely with individuals and agencies within the community to ensure timely permanency. Work is performed independently or in teams under the general direction of a senior court services officer and is reviewed through conferences, reports and evaluations.

Required Education and Experience:

Graduation from an accredited four year college or university with major course work in corrections, counseling, criminology, psychology, social work, sociology or a closely related field.

Additional Desired Qualifications:

Knowledge of the principles, procedures, terminology, methods and concepts of Child In Need of Care cases. Knowledge of human behavior and interpersonal relationships. Ability to interact with clients, their families and other professionals in the community and maintain working relationships with them. Knowledge of English usage and all types of written communication formats. Must have the ability to communicate information concisely and accurately so that other can comprehend the ideas being conveyed. Average computer skills.

Submit applications to: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, KS 67203

Telephone inquiries may be directed to: 316-660-5803

Application can be found at: www.dc18.org/ - select "Employment Opportunities" link

Applications will be accepted until: Thursday, June 14, 2018 at 4:00PM

SUBJECT TO APPROVAL OF CHIEF JUSTICE
THE KANSAS JUDICIAL BRANCH DOES NOT DISCRIMINATE ON THE BASIS OF
RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY
THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYEE