

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

Open   
Promotional   
Transfer

Date Open: Wednesday, December 20, 2017

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

Position Number: K0173728  
Location of Employment: Initial Assignment in Adult Probation, District Court

**Job Duties:**

This is court services work supervising and otherwise assisting clients who are persons under the jurisdiction of the District Court or being furnished auxiliary services by the District Court. The work involves communication and interaction with clients under the Court's jurisdiction and with other concerned parties in the investigation and preparation of reports to the Court; assisting clients in understanding and meeting requirements that have been placed on them, conducting urinalysis and breathalyzers, and assisting clients in identifying needs and finding appropriate outlets and/or specific help in meeting these needs. An incumbent in this class prepares reports to investigations, organizes information for effecting transfer of supervision, maintains records of contact with clients and of the caseload in general, and works closely with individuals and agencies within the community in developing and using their resources. Must be able to obtain LSI-R certification within one year and maintain annual certification thereafter. Work is performed independently or in teams under the general direction of a senior court services officer and is reviewed through conferences, reports, and evaluation results obtained.

**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 interviewing techniques. Knowledge of individual counseling techniques. Knowledge of English usage and written communication format. Ability to communicate information concisely and accurately so that others can comprehend the ideas being conveyed.

Apply in Person: District Court Administrative Office  
Sedgwick County Courthouse  
525 N. Main, 11<sup>th</sup> Floor  
Wichita, KS 67203

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

**Application can be found at: [www.dc18.org/](http://www.dc18.org/) - select "Employment Opportunities" link**

**Applications will be accepted until: Friday, January 5, 2018 @ 4:00 pm**

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