

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

Open
Promotional
Transfer

Date: May 9, 2019

Position Number: 20008602

Position Title and Salary: **FRONT DESK RECEPTIONIST - IVD**
Grade 11A / Step A
\$11.21 per hour

Location of Employment: Court Trustee's Office

Job Duties:

Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District. Duties include answering incoming phone calls and assisting walk in customers. Accepting cash payments. Duties also include entering data into multiple computer systems, sorting and distributing mail and monitoring incoming faxes. Providing excellent customer service to the public and colleagues is required. Adherence to Federal Regulations, State Law and local court policies is mandatory. Strict compliance with Department for Child and Families contract is also a requirement. Maintain strict confidentiality of all parties. Additional duties as needed or required to assist in the enforcement of child support.

Required Education, Experience and Qualities

- High school graduate or equivalent and two years' experience with computer entry and customer service responsibilities.
- Experience working in a high volume environment
- Experience working with confidential information.
- Ability to communicate professionally and effectively
- Skill in operation of personal computer.
- Ability to maintain professional appearance and conduct
- Strong customer service skills
- Ability to follow written and oral instructions
- Ability to prioritize, multi-task and organize
- Must pass KBI fingerprint background check and DCF child abuse/neglect background check.

Desired Education, Experience and Qualities

- Ability to speak second language
- Experience in legal environment preferred

Typing: 35 wpm

APPLY IN PERSON: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, Kansas 67203

Application can be found at: www.kscourts.org/pdf/application.pdf

Applications will be accepted until: Thursday, May 23, 2019 @ 4:00 pm

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 EMPLOYER