

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

Open
Promotional
Transfer

Date Posted: April 5, 2018

Position Number: 200001308

Position Title and Salary: **PART TIME OFFICE SPECIALIST**
Grade 13/ Step A
\$11.80 per hour

Location of Employment: Court Trustee's Office

Job Duties:

Responsible for handling child support cases assigned to the 18th Judicial District of Kansas for child support services. Duties include customer service with parties on the phone and in person. Responsibilities also include issuing Income Withholding Orders and working delinquent cases. Processing mail, faxes and data entry into Court Trustee system. Providing excellent customer service to the public and colleagues is required. Adherence to Federal Regulations, State Law and local court policies is mandatory. Maintain strict confidentiality of all parties.

This position will be placed in the NIVD Office however the position may be transferred to the IVD department in the future.

Required Education, Experience and Qualities

- High school graduate or equivalent and two years' experience in office clerical work. Preferably in a legal environment.
- Excellent customer service skills
- Type 35 wpm

Additional Desired Qualifications:

- Knowledge of business English, arithmetic, modern office practices, procedure and methods.
- Ability to follow written and oral instructions
- Ability to prioritize and multi-task
- Business communication skills, both written and oral
- Skill in operation of a personal computer

Apply in person: District Court Administrative Office
Sedgwick County Courthouse
525 N Main, 11th floor
Wichita, Kansas 67203

Applications can be found at: www.dcl18.org – select “Employment Opportunities” link

Applications will be accepted until: April 20, 2018 @ 4:00.

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