

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

Open   
Promotional   
Transfer

Date Posted: Friday February 1, 2019

Position Number: 20000927

**Position Title and Salary:** **SCANNING/E-FILING - IVD**  
Grade 11/ Step A  
\$11.21 per hour

**Location of Employment:** Court Trustee's Office – 7<sup>th</sup> Floor

**Job Duties:**

Responsible for assisting with child support enforcement cases assigned to the 18<sup>th</sup> Judicial District. Duties include scanning documents into Court Trustee scanning, researching the judgement/spo report daily and processing documents as needed. Responsibilities also include uploading documents into the e-filing system. Data entry into KAECSES is required and the position will assist with in custody docket.

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
- One year experience in office clerical work
- Experience working with confidential information
- Ability to maintain professional appearance and conduct
- Ability to communicate professionally and effectively
- Ability to type 35 wpm and skill in use of personal computer
- Ability to follow written and oral instructions
- Abilities to prioritize, multi-task and organize
- Must pass KBI background check and DCF child abuse/neglect background check

**Desired Education, Experience and Qualities:**

- Ability to speak second language
- Experience in legal environment

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

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

**Applications will be accepted until: February 15, 2019, Friday @ 4:00pm**

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