

**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: December 13, 2017

Position Number: 20004052

Position Title and Salary: **COPY SPECIALIST - IVD**
Grade 11 / Step A
\$ 10.68 per hour

Location of Employment: Court Trustee's Office - IVD TEAM

Job Duties:

Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District. Duties include photocopying, processing, obtaining signatures from Judges and Hearing Officers and mailing Income Withholding Orders, Motions, Orders to Appear and other legal documents. Data entry into multiple computer systems. Processes documents through e-filing and processes out e-file documents after e-filed. Assists 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
- Experience of one year in office environment
- 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
- Ability to prioritize and multi-task
- Must pass KBI background check and DCF child abuse/neglect background check

Desired Education, Experience and Qualities:

- Ability to speak a second language
- Experience working in legal environment preferred.

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

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

Application can be found at: www.dc18.org – select “Employment Opportunities” link

Applications will be accepted until: December 27, 2017 @ 4:00pm

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