

**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: Wednesday, May 17, 2017

Position Number: 20000967

Position Title and Salary: **DELINQUENCY SPECIALIST– IVD**
Grade 11 / Step A
\$10.42 per hour

Location of Employment: Court Trustee’s Office – 6th floor

Job Duties:

Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District. Duties include contacting delinquent non-custodial parents regarding past due child support, by phone, text and/or mail and updating multi computer systems. Preparation of contempt checklist for review by Legal Assistant to determine if case qualifies to move forward with legal enforcement. Duties may also include processing mail by updating computer system and other similar duties.

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 cases.

Required Education, Experience and Qualities:

- High school graduate or equivalent
- Experience to include one year in office environment
- Experience working in customer service
- Experience working with confidential information
- Ability to communicate professionally and effectively
- Ability to maintain professional appearance and conduct
- Ability to type 35 wpm and skill in operation of personal computer
- Ability to follow written and oral instructions
- Ability to prioritize, multi-task and prioritize
- Ability to maintain professional appearance and conduct
- Ability to pass KBI background check and DCF child abuse/neglect background check

Desired Education, Experience and Qualities:

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

APPLY IN PERSON: District Court Administrative Office
(Typing test is required) 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: Wednesday, May 31, 2017 at 4:00 p.m.

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