

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

Open
Promotional
Transfer

Date Open: Tuesday, May 16, 2017

Position Number: 20008150
Position Title and Salary: **MODIFICATION SPECIALIST - IVD**
Grade 13 / Step A
\$11.51 per hour
Location of Employment: Court Trustee's Office- 7th floor

Job Duties:

Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District. Duties include monitoring incoming modification packets to determine if all documents are received in instances where the Court Trustee Office mailed documents. Duties also include updating Excel spreadsheet to track cases assigned to modification team and processing out cases from court for enforcement and modification hearings.

Provide 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. Additional duties as needed or required to assist in the enforcement of child support case.

Required Education, Experience and Qualities:

- High school graduate or equivalent
- Experience of two years' in computer entry
- Experience working in a high volume environment
- Experience working with confidential information
- Excellent organizational abilities
- Ability to type 35 wpm and skill in operation of personal computer
- Ability to maintain professional appearance and conduct
- Ability to prioritize, multi task and organize
- Ability follow written and oral instructions
- Ability to communicate professionally and effectively
- Ability to follow written and oral instructions
- Must be able 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
Sedgwick County Courthouse
525 N. Main, 11th floor
Wichita, Ks. 67203

Application can be found at: <http://www.dc18.org/> - select "Employment Opportunities" link

Applications will be accepted until: Monday, May 22, 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**