

**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: March 13, 2018

Position Number: 20005575

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 entering data from processing out forms from court, issuing Income Withholding Orders. Duties include customer service with parties on the phone and in person. Processing mail, faxes and data entry into multiple systems. Other duties that assist in the enforcement of child support. 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. .

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.dc18.org – select “Employment Opportunities” link

Applications will be accepted until: March 27, 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