

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

Open
Promotional
Transfer

Posted: Tuesday, July 30, 2019

Position Number: 20000943

Position Title and Salary: **CASE MANAGER - IVD**
Grade 15/ Step A
\$13.99 per hour

Location of Employment: Court Trustee's Office

Job Duties:

Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District. Duties include case management through multi-system inquiry and follow up and data entry. This position may be placed on the interstate or enforcement team.

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
- Two years office experience with computer entry and customer service responsibilities
- Experience working in a position with a high volume case load or work load
- Experience working with confidential information
- Type 35 wpm and skill in operation of personal computer
- Ability to follow written and oral instructions
- Ability to communicate professionally and effectively
- Ability to maintain professional appearance and conduct
- Ability to prioritize, multi-task and organize
- Must pass KBI fingerprint back ground 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

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: Monday, August 12, 2019 @ 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