



Notice of Employment Opportunity

Position number: K0171020
Location of Employment: 18th Judicial District, Wichita, Kansas (Adult Probation)
Position Title and Salary: Court Services Officer I, Grade 36, \$28.78 hourly

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](http://ks.gov)

Job Duties: This is court services work supervising and otherwise assisting clients who are persons under the jurisdiction of the District Court or being furnished auxiliary services by the District Court. The work involves communication and interaction with clients under the Court's jurisdiction and with other stakeholders, assisting clients in understanding and meeting requirements that have been placed on them, conducting urinalysis and breathalyzers, and assisting clients in identifying needs and finding appropriate outlets and/or specific help in meeting these needs. An incumbent in this class maintains records of contact with clients and of the caseload in general, researches and thoroughly investigates issues of concern or non-compliance, reviews legal documents and prepares documents such as warrants, journal entries and recommendation letters to the court and works closely with individuals and agencies within the community in developing and using their resources. Must be able to obtain the following certifications within one year and maintain annual certification thereafter: SASSI, LS/CMI, WRNA and EPICS. Work is performed independently or in teams under the general direction of a senior court services officer and is reviewed through conferences, reports, and evaluation results obtained.

Required Education and Experience: Graduation from an accredited four year college or university with major course work in corrections, counseling, criminology, psychology, social work, sociology or a closely related field.

Additional Desired Qualifications: Knowledge of interviewing techniques. Knowledge of individual counseling techniques. Knowledge of English usage and written communication format. Ability to communicate information concisely and accurately so that others can comprehend the ideas being conveyed.

Applications will be accepted until filled.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch by calling 316-660-5803 or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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