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

Open ☒
Promotional ☒
Transfer ☒

Date: November 16, 2026

Position Number: 20000952

Position Title and Salary: **OFFICE SPECIALIST - NON IVD**
Grade 13 /Step A (starting) $14.82 per hour
Grade 13 /Step B (at six months) $15.16 per hour
Grade 13/Step C (at one year) $16.32 per hour

Location of Employment: Court Trustee's Office – NON IVD

Job Duties:
Responsible for handling child support cases assigned to the 18th Judicial District of Kansas for child support services, Non-IVD department. Duties include answering incoming phone calls, assisting walk in customers, issuing Income Withholding Orders, assessing cases for delinquency and follow through with appropriate action. Researching databases for employment and locate information of non-custodial parents. Processes daily mail and assists with other duties associated with 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. Main 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
- Experience working in a high-volume environment
- Experience working with confidential information
- Ability to communicate professionally and effectively
- Ability to type 35 wpm and skill in operation of personal computer
- Ability to maintain professional appearance and conduct
- Ability to follow written and oral instructions
- Ability to prioritize, multi-task and organize

Additional Desired Qualifications:
- Bilingual in English and Spanish both in writing and speaking
- Experience in legal environment preferred

Application can be found at: www.dc18.org by clicking on **Resources** and selecting **Careers**.

Bring your completed application to: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, Kansas 67203

Applications will be accepted until filled.

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