



Notice of Employment Opportunity

Position number: K0072968

Position Title and Salary: Court Services Officer I, Grade 36, \$28.08 hourly

Location of Employment: 18th Judicial District, Wichita, Kansas 67203 (CINC)

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

Job Duties:

This is court services work supervising and otherwise assisting individuals who are under the jurisdiction of the District Court or being furnished auxiliary services by the District Court. The work involves communication and interaction with individuals under the Court's jurisdiction and other concerned parties and preparation of reports to the Court; attending court hearings in regard to the assigned caseload; assisting individuals in understanding and meeting requirements that have been placed on them; assisting individuals in identifying needs and finding appropriate outlets and/or specific help in meeting these needs; obtaining detailed information for the official record and testifying in court when required. An incumbent in this class prepares reports to the court, maintains records of contact with individuals and of the caseload in general and works closely with individuals and agencies within the community to ensure timely permanency. Work is performed independently or in teams under the general direction of a senior court services officer and is reviewed through conferences, reports and evaluations.

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 the principles, procedures, terminology, methods and concepts of Child In Need of Care cases. Knowledge of human behavior and interpersonal relationships. Ability to interact with clients, their families and other professionals in the community and maintain working relationships with them. Knowledge of English usage and all types of written communication formats. Must have the ability to communicate information concisely and accurately so that other can comprehend the ideas being conveyed. Average computer skills.

Applications will be accepted until filled.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an 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 at ada@kscourts.org or by TAD through the Kansas Relay Center at 800-766-3777 or 711.

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