



Notice of Employment Opportunity

Position number: K0170775
Location of Employment: 18th Judicial District, Wichita, Kansas 67203 (PreSentence Investigations)
Salary and Benefits: Court Services Officer I, Grade 36, \$28.78 hourly

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](https://ks.gov/state-employment-center/benefits)

Job Duties: This is court services work completing Presentence Investigations for cases under the jurisdictions of the District Court. The work involves researching and compiling criminal histories for District Court. Along with interviewing, communicating and interacting with parties. Conducting urinalysis and breathalyzers for District Court. An incumbent in this class prepares pre-sentence reports for the Court. Attention to detail, good communication, and writing skills are essential. Must be able to obtain the SASSI (Substance Abuse Subtle Screening Inventory), WRNA (Women's Risk Needs and Assessment) and LS/CMI (Level of Service/Case Management Inventory) certifications within one year and maintain annual certification thereafter. Work is performed independently 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. Must be able to navigate computer programs. Knowledge of English usage and written communication format. Ability to communicate information concisely and accurately so that others can comprehend the ideas being conveyed. Detail and task oriented.

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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