



Notice of Employment Opportunity

Position number: K0074027

Position Title and Salary: Court Services Officer I, Grade 36, \$26.74 hourly

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

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

Location of Employment: For Assignment in Child Custody Investigations

Job Duties: This is court services work completing Child Custody Investigations and home visits for cases under the jurisdictions of the District Court. The work involves interviewing, communicating, and interacting with parties, witnesses, and other agencies involved in domestic cases under the Court's jurisdiction as well as conducting home visits, urinalysis, and breathalyzers. An incumbent in this class prepares reports for the Court related to the best interest of the children involved in the case while working closely with agencies within the community. Attention to detail, good communication, and writing skills are essential. Must be able to obtain SASSI, WRNA and LS/CMI certification 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. 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.

Application deadline: Open 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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