

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

Open
Promotional
Transfer

Posted: December 22, 2020

Position Number: TBD

Position Title and Salary: CASE MANAGER - IVD

Grade 15/ Step A (starting)	\$29,109.33 annually	(\$13.99 per hour)
Grade 15/ Step B (at six months)	\$29,820.32 annually	(\$14.32 per hour)
Grade 15/Step C (at one year)	\$32,106.07 annually	(\$15.42 per hour)

Location of Employment: Court Trustee's Office

We have a wonderful opportunity available to work with awesome co-workers for a great purpose. We offer 11 paid holidays each year and you earn a day of vacation and a day of sick leave each month you work. Awesome benefits including healthcare and life insurance.

Job Duties:

Work with a team of case managers to enforce child support cases in our district. The team is responsible for providing excellent customer service to the public and to teammates. We are responsible for maintaining the strict confidentiality of all parties. We train new employees on site for six weeks so you're comfortable with your duties and the systems we utilize daily before taking on your new assignments. We adhere to Federal Regulations, State Law and local court policies.

Required Education, Experience and Qualities

- High School graduate or equivalent
- One year work experience with computer entry and customer service responsibilities.
- Type 35 wpm and skill in operation of personal computer
- Ability to follow written and oral instructions
- Must enjoy working with an exceptional team in a fast paced work environment
- Must behave in professional manner
- Ability and enjoyment in working smart and efficiently
- Must pass KBI fingerprint background check and DCF child abuse/neglect background check

Desired Education, Experience and Qualities

- Ability to speak a second language would be great but not required
- Experience working in legal environment preferred

Apply in person: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th floor
Wichita, Kansas 67203

Applications can be found at: www.dc18.org – select “Resources” link

Applications will be accepted until: Wednesday, January 13, 2021 @ 4:00 pm.

[Applications are not complete without the results of a typing test, which is, administered at the address above.](#)

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