

SEDGWICK COUNTY OFFICE OF THE COURT TRUSTEE
Eighteenth Judicial District, District Court, Sedgwick County, Kansas
NOTICE OF EMPLOYMENT OPPORTUNITY

Open x
Promotional x
Transfer x

Date Posted: January 4, 2021

Position Number: 20004050
Position title and Salary: **LEGAL ASSISTANT - IVD**
Grade 17 / Step A
\$15.42 per hour

Location of Employment: District Court - Court Trustee's Office

Job Duties:

We have a wonderful opportunity available to work with awesome co-workers for a great purpose. Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District Court. Duties include monitoring cases for dormancy issues, preparation of arrears calculations, preparation of court motions and orders, renewal affidavits, and preparing IWO's. Responsibilities will also include reviewing cases to determine if the case qualifies to move forward with legal enforcement. This position will work closely with a Court Trustee attorney and will attend court when necessary to assist attorney in obtaining information from parties. This position will be assigned to an enforcement, modification or interstate team. Providing excellent customer service to the public and colleagues is required. Adherence to Federal Regulations, State Law and local court policies is mandatory. Strict compliance with Department for Child and Families contract is also a requirement. Maintain strict confidentiality of all parties. Additional duties as needed or required to assist in the enforcement of child support cases. 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.

Required Education, Experience and Qualities:

- Bachelor's Degree and/or Legal Assistant Certificate or High School Diploma or equivalent and 5 years of experience in child support services.
- Two years' experience with Microsoft Office Products
- Experience in preparing clear and concise letters and documents
- Experience working in a high volume environment
- Ability to communicate professionally and effectively
- Experience in dealing with confidential information
- Two years' experience providing customer service
- Experience in analyzing and evaluation performance
- Ability maintain professional appearance and conduct
- Ability to deal tactfully with the public and enforce laws and court orders firmly but courteously
- Ability to multi-task, prioritize and organize
- Ability to follow written and oral instructions.
- Typing 35 wpm and skill in operation of personal computers
- Must pass KBI fingerprint background check and DCF child abuse/neglect background check.

Additional Desired Qualifications:

- Knowledge of legal practices and procedures.
- Knowledge in the field of child support services or family law.
- Ability to interpret and apply complex laws and regulations.
- Ability to prepare accurate arrearage calculations utilizing court orders and payment records.
- Ability to speak a second language

APPLY IN PERSON: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th floor
Wichita, Ks. 67203

Application can be found at: <http://www.dc18.org/> - select "Resources" link

Applications will be accepted until: January 19, 2021 @ 4:00pm.

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
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