

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

Open
Promotional
Transfer

Date Open: Monday, April 26, 2021

Location of Employment: **Eighteenth Judicial District**
Sedgwick County Courthouse
525 N. Main Street
Wichita, Kansas 67203

Position Title and Salary: **District Court Administrator III**
Grade 57 / Step A
\$83,123 annually

Position Number: K0074702

JOB DUTIES: This is a highly responsible position directing the operations of the Eighteenth Judicial District Court. Under the supervision and direction of the Chief Judge, the District Court Administrator's work includes responsibility for organizing, directing, coordinating and supervising the activities required to operate all non-judicial areas of the District Court including clerical, court services, court reporting, court trustee, case management, human resources, information technology, purchasing, payroll, space planning, and statistics. The Administrator also prepares and presents the court budget, approves expenditures, serves as the ADA Compliance Officer, serves as the Kansas Open Records Act representative, serves as Language Access Coordinator and performs such other duties assigned by the Chief Judge, prescribed by law or required by the Supreme Court.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with major course work in court administration, public administration, business administration or a related field. A juris doctorate or master degree in judicial, public or business administration *or* five years senior court management experience.

PREFERRED EDUCATION AND EXPERIENCE: Certified Court Manager or ICM Fellow. Experience serving on local and statewide committees. Working knowledge of budget preparation and presentation. Working knowledge of statistical analysis and presentation. Ability to work in MS Office – specifically Excel and Word. A minimum ten years of supervisory experience.

SEND APPLICATIONS TO: District Court Administrative Office
Sedgwick Co. Courthouse
525 N. Main St., 11th floor
Wichita, KS 67203

APPLICATION DEADLINE: Wednesday, May 5th at 4:00 pm

Applications can be found at: <https://www.dc18.org/careers>

SUBJECT TO APPROVAL OF CHIEF JUSTICE
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 EMPLOYEE