



Notice of Employment Opportunity

Position number: K0040732

Position Title and Salary: Court Program Analyst, grade 44, \$71,021.50 annually

Location of Employment: 18th Judicial District, Sedgewick County, Kansas 67203

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

Job duties: This is professional work providing detailed analysis and advice on modern methods of court management and court programs to the 18th Judicial District Court. This position has the responsibility of examining, formulating, and supervising modern administration methods and systems within the Judicial District and the responsibility for planning, coordinating, developing, implementing, and supervision of new programs. This work is performed under the direction of the Court Administrator.

Example of responsibilities:

- Analyzes training needs by conferring with court managers and by studying and analyzing court operation programs and other court services and responsible for special training opportunities, including quarterly Lunch and Learn events.
- Responsible for the management of two staff.
- Assists with the development of future specialty courts.
- Assists Court Management analyst with reports.
- Assists with the development and maintenance of the Continuity of Operations Plan (COOP) plan. Evacuation planning and training.
- Analyzes existing programs and recommends new programs, to improve district court operations.
- Responsible for coordinating and management of ERGO recommendations for staff and following up on those recommendations through completion.
- Responsible for planning, organization, and implementation of all courthouse moves.
- Responsible for coordinating and managing special projects on building enhancements and renovations.

Required Education, Experience, and Qualities:

- Bachelor's degree in Criminal Justice, Business Administration, or related field and minimum of three years' experience working in a Court environment.
- Experience working in a high-volume environment.
- Experience working with confidential information.
- Demonstrated ability to communicate professionally and effectively.
- Demonstrated ability to analyze raw data and create presentations of data.
- Demonstrated ability to maintain professional appearance and conduct.

- Demonstrated ability in project management through completion.
- Ability to follow written and oral instructions.
- Ability to prioritize, multi-task, and organize.
- Efficient in Excel.

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.

THE KANSAS JUDICIAL BRANCH IS AN EEO / AA EMPLOYER