



Notice of Employment Opportunity

Position number: K0068141
Position Title and Salary: Court Services Officer III, grade 44, \$71,021.50 annually
Location of Employment: 18th Judicial District, Wichita, Kansas 67203 (Child in Need of Care)
Kansas Judicial Branch Benefits: [State Employment Center - Benefits \(ks.gov\)](https://ks.gov)

Internal candidates will be considered first.

Job Duties:

This position is responsible for the management of the Child In Need of Care section within Court Services. This includes a team of approximately 10 employees and works with those cases involving child abuse, neglect, and truancy. The primary role of this section is that of a liaison between the Judge and all other parties.

The chosen candidate will be responsible for the direct supervision of staff and will assist with personnel decisions for the section. This is supervisory and administrative work in court services which may include a limited client caseload. Work is performed under the direction of a senior court services officer and is reviewed through conferences, reports, and evaluation of results.

Required Education and Experience:

Graduation from an accredited four-year college or university with major course work in corrections, counseling, criminology, psychology, social work, or a closely related field and minimum of three years' experience court services. Strong preference given to those with prior supervisory experience. Ability to interact with clients and stakeholders in a professional manner is required. The ability to maintain confidentiality in personnel matters is required. This position requires attention to detail and strong written/oral communication skills. Computer skills required.

Additional Desired Qualifications:

Knowledge of the principles and techniques of management including caseload management, and utilization of community resources. Knowledge of human behavior and interpersonal relationships. Knowledge of interviewing and knowledge of English usage and written communication format. Ability to assign, direct, and evaluate the work of others. Ability to interact with clients and others to establish and maintain professional working relationships with them. The desired candidate will demonstrate the ability to work in a fast-paced environment while adapting to statutory and policy changes.

Applications will be accepted until December 16, 2024 @ 4PM.

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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