

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

Open   
Promotional   
Transfer

Date: November 17, 2023

Position Number: 20000952

**Position Title and Salary:** **OFFICE SPECIALIST - NON IVD**  
Grade 13 /Step A (starting) \$13.72 per hour  
Grade 13 /Step B (at six months) \$14.04 per hour  
Grade 13/Step C (at one year) \$15.11 per hour

**Location of Employment:** Court Trustee's Office – NON IVD

**Job Duties:**

Responsible for handling child support cases assigned to the 18<sup>th</sup> Judicial District of Kansas for child support services, Non-IVD department. Duties include answering incoming phone calls, assisting walk in customers, issuing Income Withholding Orders, assessing cases for delinquency and follow through with appropriate action. Researching databases for employment and locate information of non-custodial parents. Processes daily mail and assists with other duties associated with the enforcement of child support.

Providing excellent customer service to the public and colleagues is required. Adherence to Federal regulations, State law and local court policies is mandatory. Main strict confidentiality of all parties.

**Required Education, Experience and Qualities:**

- High school graduate or equivalent and two years' experience in office clerical work, preferably in a legal environment
- Experience working in a high volume environment
- Experience working with confidential information
- Ability to communicate professionally and effectively.
- Ability to type 35 wpm and skill in operation of personal computer
- Ability to maintain professional appearance and conduct
- Ability to follow written and oral instructions
- Ability to prioritize, multi-task and organize.

**Additional Desired Qualifications:**

- Bilingual in English and Spanish both in writing and speaking
- Experience in legal environment preferred

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

**Bring your completed application to:**

District Court Administrative Office  
Sedgwick County Courthouse  
525 N. Main, 11<sup>th</sup> Floor  
Wichita, Kansas 67203

**Applications will be accepted until filled.**

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