

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
Tenth Judicial District
Johnson County, Kansas**

Date: 9/9/19

Position Title: Court Services Officer I

Position Salary: Grade 30/A - \$1,652.80 bi-weekly

Location of Employment: Johnson County Court Services
588 E. Santa Fe, Suite 4000
Olathe, KS 66061

JOB DUTIES:

This position is responsible for supervision of a caseload of adult probation clients, completion of LSIR risk assessments, and preparation of case plans. Additionally, the chosen candidate will be required to prepare motions, complete log notes, and appear/testify in court proceedings.

REQUIRED EDUCATION/EXPERIENCE:

Bachelor's degree in a social services field is required. Minimum of one year experience in the field of criminal justice is preferred, with preference given to experience relating directly to probation. LSIR certification and knowledge of evidence based practices is preferred.

DESIRED ABILITIES:

This position requires attention to detail and strong written/oral communication skills. Computer skills required. Ability to work both independently and with a team is required. Ability to maintain calm in stressful situations and multi-task is important.

SEND APPLICATIONS AND RESUMES TO:

Natalie Donovan, Court Services Officer II
Johnson County Court Services
588 E. Santa Fe, Suite 4000
Olathe, KS 66061
Fax: (913) 715-7456
Natalie.Donovan@jocogov.org

STATE JUDICIAL APPLICATION IS REQUIRED:

Application available at: <http://www.kscourts.org/court-administration/job-opportunities/default.asp>

APPLICATION DEADLINE:

September 23, 2019

The Kansas Judicial Branch is an EEO/AA Employer.