

NOTICE OF POSITION VACANCY IN THE DISTRICT COURT WYANDOTTE COUNTY, KANSAS

Location of Employment: Wyandotte County District Court
Court Trustee Office
710 N. 7th St., 5th Fl.
Kansas City, Kansas 66101

Classification & Salary: **District Court Trustee**
Grade 52 / Step A – Full time, exempt position
\$73,518 / Annual

Job Description:

The District Court Trustee is appointed by the Chief Judge of the 29th Judicial District pursuant to KSA 23-492 et seq. The Trustee oversees an office comprised currently of 8 individuals who provide support and case management services. The Trustee also supervises one Deputy Trustee. The position requires preparation and oversight of a \$500,000 annual budget and includes reporting duties concerning that budget on a regular basis to the Chief Judge. The Trustee must be available to meet on a regular basis with staff, judges, attorneys and customers, as well as attend frequent court hearings before hearing officers and district court judges. The Court Trustee provides legal and procedural training to the office staff. The position requires knowledge and understanding of child support enforcement law, as well as administrative and management experience, budget expertise, and a strong commitment to public service.

Job Duties:

- The Court Trustee is a full-time position, appointed by and serves at the pleasure of the Chief Judge.
- Review and prepare cases for court appearance and appears before District Court Judges or before Hearing Officer(s) to represent the State of Kansas on motions related to the establishment, collections, modifications and enforcement of child support orders. Applies the Kansas Child Support Guidelines. Process cases according to Department of Children and Families guidelines.
- Responsible for legal work of staff.
- Interviews applicants for legal team and then hires, advises, evaluates and trains as needed.
- Handles all legal complaints and grievances.
- Works closely with the Chief Judge, District Court Judges and Hearing Officers, Wyandotte County Detention Facility and Courthouse Security to ensure smooth operation of Court Trustee Dockets.
- Reviews and signs legal documents as needed.
- Reviews and responds to legal correspondence from parties and attorneys. Accepts phone calls and responds to emails from legal staff, attorneys and other parties regarding legal issues.
- Ensures staff coverage daily.

- Court Trustee and staff follow Kansas Court Personnel Rules and procedure rules. The Court Trustee coordinates with Court Administration regarding budget, purchases, timesheets, evaluations, contracts and any other policy/procedures the Chief Judge deems appropriate.
- The Court Trustee may be instructed to perform other legal functions of the District Court as deemed necessary by the Chief Judge.
- Court Trustee Office hours are from 8:00 a.m. to 5:00 p.m.
- The Court Trustee is a full-time position. Outside employment is not allowed without approval from the Appointing Authority of the District Court.

Required Education and Experience:

Law degree from an accredited institution. Must be licensed to practice law in Kansas, experience in family law preferred. Must understand child support enforcement law. An understanding of the Federal IV-D program and the Uniform Interstate Family Support Act (UIFSA) is useful but not required. Management and administrative experience necessary. Budget expertise extremely useful. Proven commitment to public service also very useful.

Submit Applications To:

Robert P. Burns, Chief Judge
Division One – 3rd Floor
Wyandotte County Courthouse
710 N. 7th Street
Kansas City, Kansas 66101

* *Telephone Inquiries May be directed to:* (913) 573-2923

Application Deadline:

5:00 P.M. on September 20, 2019

The American 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. Please contact Judge Robert P. Burns at (913) 573-2923.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER