

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

Open
Promotional
Transfer

Date Posted: January 3, 2019

Position Number: TBD

Position Title and Salary: **OFFICE SPECIALIST – IVD**
Grade 13 / Step A
\$12.39 per hour

Location of Employment: Court Trustee’s Office – 7th Floor

Job Duties:

Responsible for assisting with child support enforcement with cases assigned to the 18th Judicial District. Duties will include mailing out modification packets to parties. Duties will also include monitoring incoming modification packets to determine if all documents are received in instances where the Court Trustee Office mailed documents. Responsible for filing documents in files. Duties also include updating Excel spreadsheet to track cases assigned to modification team. Responsibilities for this position will also include assisting non legal team with data entry of health insurance information and assisting with other assignments for the caseworkers. This position will be utilized in both legal and non-legal departments.

Provide excellent customer service to the public and colleagues is required. Adherence to Federal Regulations, State Law and local court policies is mandatory. Strict compliance with Department for Child and Families contract is also a requirement.

Additional duties as needed or required to assist in the enforcement of child support case.

Required Education, Experience and Qualities

- High school graduate or equivalent
- Experience of two years’ in computer entry
- Experience working in a high volume environment
- Experience working with confidential information
- Excellent organizational abilities
- Ability to type 35 wpm and skill in operation of personal computer
- Ability to maintain professional appearance and conduct
- Ability to prioritize, multi task and organize
- Ability follow written and oral instructions
- Ability to communicate professionally and effectively
- Ability to follow written and oral instructions
- Must be able to pass KBI background check and DCF child abuse/neglect background check

Additional Desired Qualifications:

- Ability to speak a second language
- Experience in legal environment preferred

Apply in person: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, Kansas 67203

**Application can be found at: www.dc18.org – select “Employment Opportunities” link
Applications will be accepted until: **Thursday, January 17, 2019 @ 4:00pm****

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