

Open
Transfer
Promotional

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

Date: September 11th, 2020

Position Title: Court Services Officer I

Position Number: K0068139

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 a caseload of juvenile probation and truancy supervision cases, in addition to completion of YLS risk assessments. The chosen candidate will submit motions & reports to the court, cover juvenile court dockets as assigned, and may be asked to appear to testify in court.

REQUIRED EDUCATION/EXPERIENCE:

Bachelor's degree in a social services field is required. Minimum of one year experience in the field of probation and/or corrections is preferred, with preference given to experience relating directly to juvenile case management. YLS certification and knowledge of evidence based practices is preferred.

DESIRED ABILITIES:

This position requires attention to detail and strong organizational and time management 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. The desired candidate must demonstrate an ability to work in a fast-paced environment.

OTHER:

Successful candidate must be able to pass a fingerprint-based criminal background check.

SEND APPLICATIONS AND RESUMES TO:

Kevin Waring, Director Juvenile Court Services
588 E. Santa Fe, Suite 4000, Olathe, KS 66061
Fax: (913) 715-7420
Kevin.Waring@jocogov.org

APPLICATION DEADLINE:

Open until filled.

STATE JUDICIAL APPLICATION IS REQUIRED:

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

The Kansas Judicial Branch is an EEO/AA Employer.