

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

**Date:** October 23, 2020

**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 pretrial clients and completion of LSIR risk assessments. The chosen candidate will be required to submit violation reports and status reports to the court and may be asked to appear in court and testify on assigned cases.

**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 and/or pretrial. LSIR 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.

**SEND APPLICATIONS AND RESUMES TO:**

Judy Little, CSO II  
Johnson County Court Services  
588 E. Santa Fe, Suite 4000  
Olathe, KS 66061  
Fax: (913) 715-7451  
[Judy.Little@jocogov.org](mailto:Judy.Little@jocogov.org)

**APPLICATION DEADLINE:**

November 2, 2020

**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.***