

Promotional XX
Transfer XX
Open

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
FIFTEENTH JUDICIAL DISTRICT
THOMAS COUNTY DISTRICT COURT**

Date: September 23, 2020

LOCATION OF EMPLOYMENT: Court Services
15th Judicial District/Thomas County

CLASSIFICATION & GRADE: **Court Services Officer I, Position No. K0042946**
Grade 30 Step A, full time
\$42,973 starting annual salary

JOB DUTIES: Duties include supervising persons placed on bond, supervising adult and juvenile offenders placed on probation by the district courts, preparing detailed adult and juvenile presentence investigative reports, performing child custody investigations, appearing & testifying in court, and completing other duties assigned by the court. This position requires a high proficiency for maintaining and recording client contacts and other caseload information, preparing forms and reports. The person hired will work with clients in identifying their needs and referring them to appropriate agencies for assistance. Person hired will work closely with law enforcement and other community resources. Work is performed independently but under the general direction of the Chief Court Services Officer who periodically reviews caseload, client files, reports, and results achieved with clients. Important skills needed on a daily basis are writing of notes and reports, communicating with clients, judges, attorneys and other court staff, managing people, scheduling workload, advising clients, courts, and attorneys, and writing. Travel to all seven counties in our judicial district is required.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with major course work in corrections, counseling, criminology, psychology, social work, sociology, or closely related field.

ADDITIONAL DESIRED QUALIFICATIONS: It is preferred that a candidate have a working knowledge of the judicial system, familiarity with chemical dependency issues, and an understanding of probation methods. Good verbal and written communication skills are required. Computer knowledge and experience is necessary.

Other: All applicants are subject to a name based criminal history background check. If employed, the new employee will have to pass a fingerprint-based background check within the first 30 days of employment. The new employee will also have to obtain LSI-R/YLS certification through the Court-approved process.

SEND COVER LETTER, APPLICATION AND RESUME TO: Anne M. Ogle
Chief Court Services Officer
PO Box 805
Colby KS 67701
785-460-4550

APPLICATIONS MAY BE OBTAINED AT: Thomas County District Court or online at
<https://www.kscourts.org/Public/Court-Careers>

APPLICATION DEADLINE: Until filled

THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, taking an examination, or in interviewing. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch by contacting Anne Ogle at 785-460-4550 or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.