

**SEDGWICK COUNTY OFFICE OF THE COURT TRUSTEE**  
**Eighteenth Judicial District, District Court, Sedgwick County, Kansas**  
**NOTICE OF EMPLOYMENT OPPORTUNITY**

Open x  
Promotional x  
Transfer x

Date Posted: November 13, 2020

Position Number: 20004050  
Position title and Salary: **LEGAL ASSISTANT - IVD**  
Grade 17 / Step A  
\$15.42 per hour

**Location of Employment:** District Court - Court Trustee's Office

**Job Duties:**

Responsible for assisting with child support enforcement with cases assigned to the 18<sup>th</sup> Judicial District Court. Duties include monitoring cases for dormancy issues, preparation of arrears calculations, preparation of court motions and orders, renewal affidavits, and preparing IWO's. Responsibilities will also include reviewing cases to determine if the case qualifies to move forward with legal enforcement. This position will work closely with a Court Trustee attorney and will attend court when necessary to assist attorney in obtaining information from parties. This position will be assigned to an enforcement, modification or interstate team. Providing 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. Maintain strict confidentiality of all parties. Additional duties as needed or required to assist in the enforcement of child support cases.

**Required Education, Experience and Qualities:**

- Bachelor's Degree and/or Legal Assistant Certificate or High School Diploma or equivalent and 5 years of experience in child support services.
- Two years' experience with Microsoft Office Products
- Experience in preparing clear and concise letters and documents
- Experience working in a high volume environment
- Ability to communicate professionally and effectively
- Experience in dealing with confidential information
- Two years' experience providing customer service
- Experience in analyzing and evaluation performance
- Ability maintain professional appearance and conduct
- Ability to deal tactfully with the public and enforce laws and court orders firmly but courteously
- Ability to multi-task, prioritize and organize
- Ability to follow written and oral instructions.
- Typing 35 wpm and skill in operation of personal computers
- Must pass KBI fingerprint background check and DCF child abuse/neglect background check.

**Additional Desired Qualifications:**

- Knowledge of legal practices and procedures.
- Knowledge in the field of child support services or family law.
- Ability to interpret and apply complex laws and regulations.
- Ability to prepare accurate arrearage calculations utilizing court orders and payment records.
- Ability to speak a second language

APPLY IN PERSON: District Court Administrative Office  
Sedgwick County Courthouse  
525 N. Main, 11<sup>th</sup> floor  
Wichita, Ks. 67203

Application can be found at: <http://www.dc18.org/> - select "Resources" link

**Applications will be accepted until: December 1, 2020 @ 4:00pm.**

**Applications are not complete without the results of a typing test, which is administered at the address above.**

**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**