

- X Open
- X Promotional
- X Transfer

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
TWENTY-EIGHTH JUDICIAL DISTRICT**

**DATE:** October 20, 2020

**LOCATION OF EMPLOYMENT:** Twenty-Eighth Judicial District  
(Saline & Ottawa Counties)

**CLASSIFICATION AND GRADE:** Court Services Officer I  
Grade 30, Step A-\$42,973.00 Annually (or current step if already a CSO I)  
Position # K0171021

**JOB DESCRIPTION:** This employment requires the supervision of offenders, adults, juveniles or both, who are placed on probation by the District Courts. This includes the preparation of detailed adult and juvenile investigative reports for the District Court. An incumbent in this position prepares reports related to the transfer of supervision, progress reports, reports of violations of probation, maintains records of contacts with clients and of the caseload in general. Supervision, counseling and report writing skills will be used daily. This position works with clients in identifying their needs and referring them to appropriate agencies for assistance and requires working with the community in developing and using their resources.

**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. Current Judicial Branch employee with experience working with the court or probation.

**ADDITIONAL DESIRED QUALIFICATIONS:** Good verbal and written communication skills. Bi-lingual. An ability to work independently and work well with people. Computer knowledge and experience is necessary. Experience working with offenders on supervised probation or parole. Applicant must have a valid driver's license.

**OTHER:** All applicants are subject to a name based criminal history background check. If employed by Court Services, the new employee will have to pass a fingerprint-based background check within the first 30 days of employment.

**SEND APPLICATION AND RESUME TO:** Kevin J. Emerson, Chief Court Services Officer  
P.O. Box 1760  
Salina, KS 67402-1760  
(785) 309-5842  
or email: [kevin.emerson@saline.org](mailto:kevin.emerson@saline.org)

All applicants must submit a completed Judicial Branch application. Applications can be obtained off the Judicial Web site <https://www.kscourts.org/Public/Court-Careers> then click on the "**Application for Employment**" link or you may obtain an application at the Court Administrators office. Additionally, a resume may be attached to the application.

**APPLICATION DEADLINE:** Open until position is filled.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**

The Americans 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 will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Todd M. Heitschmidt at 785-309-5843 or by TDD through the Kansas Relay Center at 800-766-3777 to report your needs.