

Open  
 Promotional  
 Transfer

KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
7<sup>TH</sup> Judicial District, Douglas County, Kansas

DATE: November 17, 2020

**LOCATION OF EMPLOYMENT:**

Douglas County District Court  
Judicial Center  
111 East 11 Street  
Lawrence, Kansas 66044

**CLASSIFICATION AND GRADE**

Chief Court Services Officer III  
Grade 38 Step A 25.10 Hour \$52,208 Annual

**JOB DUTIES:** This is supervisory and administrative work in court services which may include a limited client caseload. Typical responsibilities of an incumbent of this class would include supervision of a moderate size court services program for an entire district and will include administrative duties. Assigns, supervises and evaluates the work of supervisory-level court services officers. Evaluates performance and staffing needs in areas of assignment, and recommends hiring's, terminations, merit increases and other actions. Prepares budget recommendations. Develops and maintain contacts with community resources. Provides initial and in-service training at the district level as well as encourage outside training programs. Directs caseload reporting and reviews of program and accomplishments. Work is performed under the direct supervision of a court administrator and is reviewed through conferences, reports and evaluation results.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from an accredited four-year college or university with major course work in corrections, counseling, criminology, psychology, social work, or a closely related field and four years' experience in court services work. Graduate work in the social sciences, public, or business administration may be substituted for up to two years of the required experience on the basis of 15 hours for one year of experience.

**SEND APPLICATIONS AND RESUMES TO:** Linda Koester-Vogelsang, Court Administrator, Douglas County Judicial Center, 111 East 11 Street, Lawrence, Kansas 66044, [lkv@douglascountyks.org](mailto:lkv@douglascountyks.org)

**APPLICATION WILL BE ACCEPTED:** Until position filled

Applications may be obtained on the internet by going to [www.kscourts.org](http://www.kscourts.org) and clicking on the "Human Resources" link.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER** The American 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 any accommodations will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch.