

Open
 Transfer

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY
NINTH JUDICIAL DISTRICT**

Date: November 18, 2020

Location of Employment: Ninth Judicial District Court Services
Harvey and McPherson Counties
(position is located within the Ninth Judicial District)

Classification and Grade: Court Services Officer I
Position No. K0053289
Grade 30/Step A
\$1652.80 Bi-Weekly

Job Duties: This position requires the supervision of adults and juveniles placed on probation by the District Courts. This includes the preparation of detailed adult and juvenile investigation reports for the Court. An incumbent in the position maintains chronological records of contacts with clients and of the caseload in general, prepares reports related to the transfer of supervision, progress reports and reports of violations of probation. 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 or a closely related field.

Additional Requirements: All applicants are subject to a name based criminal history background check. The person that fills this position must have a valid Driver's License. An offer for employment is conditioned upon passing a fingerprint-based background check. Incumbents are required to undergo yearly criminal record checks to continue to maintain KCJIS clearance.

KANSAS JUDICIAL BRANCH APPLICATION REQUIRED: Applications are available at:
<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

APPLICATION DEADLINE: Position Open Until Filled

SUBMIT APPLICATIONS TO: Micah Larson, Chief Court Services Officer
800 N. Main, PO Box 687
Newton, KS 67114

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, in 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. TDD users may call through the Kansas Relay Center at (800) 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER