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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: December 26, 2019

Location of Employment: **Office of Judicial Administration**
Kansas Judicial Center
301 W. 10th St.
Topeka, KS 66612

Job Title and Pay Grade: **Assistant Project Manager**
Grade 37
\$50,950 starting annual salary

Job Duties: Working closely with Judicial Branch officers and employees and other stakeholders, performs day-to-day project management tasks. Duties include managing project budget and resource allocation, providing direction and support to project teams, insuring projects are completed on schedule and within budget, implementing and managing project changes, and presenting reports defining project progress, problems, and solutions. Performs other duties as assigned. This position is classified as a technology specialist.

- Required Education and Experience: A bachelor's degree or equivalent, with major course work in project management, computer science, information technology, management information systems, or related field. Project management experience may be substituted for education on a year-for-year basis.
- Desired Certification: Project Manager Professional certification, Kansas IT Project Management Methodology certification, or similar project management certification.

Send Applications to: Allyson Christman
301 W 10th, Room 337
Topeka, Kansas 66612-1507
e-mail applications to masiase@kscourts.org

Judicial Branch Application: <http://www.kscourts.org/pdf/application.pdf>

Application Deadline: Open until filled

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. 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 Elizabeth Reimer at reimere@kscourts.org.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER