

Open     X      
Promotion     X      
Transfer     X    

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

Date: January 8, 2019

Location of Employment: Office of Judicial Administration  
Kansas Judicial Center  
301 West 10<sup>th</sup>  
Topeka, KS 66612

Classification and Salary: Court Improvement Specialist/Director of Dispute  
Resolution  
\$56,245 - \$71,789 starting annual salary  
or as provided by Kansas Court Personnel Rule 4.10

**Court Improvement Specialist**

Job Duties: This is responsible work in the development and coordination of the court improvement program administered under the direction of the Kansas Supreme Court.

Responsibilities include:

- Analyzing federal and state laws, court rules, and court policies and procedures;
- Develop and monitor court improvement program grant strategic plans related to child welfare system improvements;
- Coordinating and monitoring contract consultants;
- Serving as staff to the Kansas Supreme Court Task Force on Permanency Planning;
- Serving as a liaison to the State of Kansas Department for Children and Families and the federal Administration for Children and Families;
- Drafting written reports including annual court improvement program assessments;
- Coordinating projects and components with associated state agencies;
- Providing assistance for judges and judicial branch employees performing duties relating to child welfare;
- Representing the judicial branch on various committees;
- Testifying before the legislature on topics related to child welfare and the judicial branch;
- Developing and monitoring interventions and projects related to child welfare system improvements, and evaluating programs; and
- Ability to travel overnight.

**Director of Dispute Resolution**

Job Duties: This is responsible work in the development and coordination of the dispute resolution program administered under the direction of the Kansas Supreme Court.

Responsibilities include:

- Implementing and administering supreme court rules related to dispute resolution;

- Making information regarding dispute resolution available statewide;
- Testifying before the legislature on topics related to dispute resolution processes and the judicial branch;
- Developing and administering a uniform system of reporting and collecting statistical data for dispute resolution providers and programs;
- Approving curricula for dispute resolution programs;
- Approving dispute resolution continuing education programs;
- Providing assistance for dispute resolution providers, programs, judges and judicial branch employees performing duties relating to dispute resolution;
- Serving as staff to the Advisory Council on Dispute Resolution; and
- Ensuring duties outlined in the Dispute Resolution Act, K.S.A. 5-501, et. seq., are fulfilled.

Required Education and Experience: Graduation from an accredited four-year college or university, with major course work in social sciences; judicial, public, or business administration; or a law school degree. Master's degree or law degree desired. Must be an approved dispute resolution provider, or meet the requirements necessary to be an approved dispute resolution provider, and have experience or knowledge of dispute resolution processes.

Preferred Experience: Applicant should

- have at least three years of work experience within the court system or child welfare system;
- have considerable knowledge of the judicial and legislative processes and of state and local government structures;
- have the ability to plan, organize, and administer statewide programs and projects;
- have the ability to express oneself, clearly and effectively, both orally and in writing;
- have strong computer competence, including knowledge of programs contained in Microsoft Office Suite; and
- be able to work independently but also collaboratively with stakeholders, other court staff, and members of the court.

Send application and resume to:

Allyson Christman  
 Kansas Judicial Center  
 301 W. 10th  
 Topeka, KS 66612  
 e-mail applications to [masiase@kscourts.org](mailto:masiase@kscourts.org)

Application Deadline:

**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. Please contact Elizabeth Reimer at 785-296-5309 if you need an accommodation.

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