

Transfer
 Open

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT
OPPORTUNITY
17th Judicial District**

Date: February 20, 2020

Location of Employment: 17th Judicial District (Decatur, Norton, Graham, Phillips, Smith, Osborne)

Classification and Grade: Court Services Officer I
Position #K0214037
Beginning Salary: Grade 30- Step A
\$42,973 Annually – \$1,652.80 Bi-Weekly - \$20.66 Hourly
(\$47,401 after 1-year probationary period)

Job Duties: Supervise a caseload of adult and juvenile offenders; use of FullCourt Case Management System; document all contacts, verify payments and balances owed to the District Court; compile monthly statistics; verify completion of all Court ordered conditions of probation; prepare presentence investigation reports and criminal history reports in both adult and juvenile cases; correspondence with other agencies and the public, testify in court as needed; and perform any additional duties as required by the Chief Court Services Officer or the Court. Travel to all six counties in our judicial district is required. Position requires high level of professional work collaborating with community resources, law enforcement, attorneys, and judges.

Required Education and Experience: Graduation from accredited four-year college or university with major course work in corrections, counseling, criminology, psychology, social work, sociology or a closely related field. Anticipated graduation dates may be considered as well.

Other: All applicants are subject to a name based criminal history background check. All applicants must also have a valid Driver's License and means of transportation. If employed by Court Services, the new employee will have to pass a fingerprint-based background check within the first 30 days of employment. The new employee will also have to obtain LSI-R/YLS certification through the Court-approved process. Must possess strong verbal and written knowledge of the English language.

SEND APPLICATION, COVER LETTER AND RESUME TO:

Lisa A. Dusin
Chief Court Services Officer
P.O. Box 564
Phillipsburg, KS 67661

TELEPHONE INQUIRIES: (785)540-4325

KANSAS JUDICIAL BRANCH APPLICATION FORM REQUIRED AND AVAILABLE AT:

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

Applications will be accepted until position is filled.

The Judicial Branch is an EEO/AA employer

THE AMERICAN WITH DISABILITIES ACT ENSURES YOUR RIGHT TO REASONABLE ACCOMMODATIONS DURING THE EMPLOYMENT PROCESS. 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 BY CALLING LISA DUSIN AT 785-540-4325 OR BY TDD THROUGH THE KANSAS RELAY CENTER AT 1-800-766-3777.

