

Open     X      
Promotion     X      
Transfer     X    

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

Date: December 18, 2020

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

Classification and Salary: Court Program Specialist – dispute resolution, access to justice, and language access  
\$56,245 starting annual salary  
or as provided by Kansas Court Personnel Rule 4.10

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;
- Coordinating and monitoring contract consultants;
- 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 support to the Advisory Council on Dispute Resolution and its projects;
- Ensuring duties outlined in the Dispute Resolution Act, K.S.A. 5-501, et. seq., are fulfilled;
- Providing assistance for dispute resolution providers, programs, judges and judicial branch employees performing duties relating to dispute resolution;
- Providing support to the Language Access Committee and its projects;
- Providing support to the Access to Justice Committee and its projects;
- Coordinating projects and components with associated state agencies;
- Providing assistance for judges and judicial branch employees performing duties relating to dispute resolution, access to justice, and language access;
- Representing the judicial branch on various committees;

- Testifying before the legislature on topics related to dispute resolution, access to justice, and language access;
- Developing and monitoring interventions and projects and evaluating programs related to dispute resolution, access to justice, and language access improvements; and
- Ability to travel overnight.

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.

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 [KJB\\_HR@kscourts.org](mailto:KJB_HR@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**