

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 – Child Welfare Programs  
\$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;
- Managing child welfare data reports;
- Analyzing training needs and managing child welfare training projects;
- Managing and responding to inquiries for the juvenile compliance module for the statewide case management system;
- Coordinating projects and components with associated state agencies;
- Providing assistance for judges and judicial branch employees performing duties relating to child welfare;
- Assisting the Kansas Supreme Court Task Force on Permanency Planning;
- Assisting with the administration of the permanent families grant;
- Managing court appointed special advocate and citizen review board certification process;
- Providing technical assistance to court appointed special advocate and citizen review board programs;
- 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.

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**