

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
Tenth Judicial District  
Johnson County, Kansas**

**Position Number:** K0242946 / K0242947

**Date:** July 8, 2021

**Position Title:** Court Services Officer I

**Position Salary:** Grade 34/A - \$1,850.48 bi-weekly  
State Benefit Program Provided

**Location of Employment:** Johnson County Court Services  
588 E. Santa Fe, Suite 4000  
Olathe, KS 66061

**JOB DUTIES:**

This position is responsible for the supervision of a caseload of adult probation clients. The chosen candidate will be required to complete risk/needs assessments, prepare case plans and motions to the Court, complete log notes, and appear/testify in court proceedings.

**REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's degree in a social services field is required. Minimum of one year experience in the field of criminal justice is preferred, with preference given to experience relating directly to probation. LS/CMI and WRNA certification and knowledge of evidence based practices is preferred.

**DESIRED ABILITIES:**

This position requires attention to detail and strong written/oral communication skills. Computer skills required. Ability to work both independently and with a team is required. Ability to maintain calm in stressful situations and multi-task is important.

**APPLICATION DEADLINE:**

July 23, 2021

Apply online at <https://www.kscourts.org/Public/Court-Careers>

**QUESTIONS REGARDING THE POSITION MAY BE DIRECTED TO:**

Natalie Donovan, Director of Adult Probation  
Johnson County Court Services  
588 E. Santa Fe, Suite 4000  
Olathe, KS 66061  
913-715-7456  
[Natalie.Donovan@jocogov.org](mailto:Natalie.Donovan@jocogov.org)

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