

Open   
Transfer   
Promotional

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
10th Judicial District  
Johnson County, Kansas**

**POSITION NUMBER:** K0242940  
**DATE:** June 29<sup>th</sup>, 2021  
**LOCATION OF EMPLOYMENT:** Johnson County Court Services  
588 E. Santa Fe, Suite 4000  
Olathe, KS 66061  
**CLASSIFICATION AND GRADE:** Court Services Officer I  
Grade 34/Step A, Full Time  
\$1,850.48, bi-weekly  
State Benefit Program Provided

**DEFINITION OF WORK:** This person chosen for this position will be responsible for completing Child Custody Investigations for cases under the jurisdiction of the District Court. The work involves interviewing, communicating and interacting with parents, the children, and various references who know or have been personally and professionally involved with the family. You may be expected to conduct home visits as well. You will prepare reports for the Court and make recommendations regarding the best interest of the children regarding custody, parenting time, or parenting concerns.

**REQUIRED EDUCATION AND EXPERIENCE:** Bachelor's degree in Social Services or related field is required. One (1) year previous Social Services experience working with families and youth required. Experience with Child Custody investigations preferred.

**DESIRED ABILITIES:** This position requires attention to detail and strong organizational and time management skills. Computer skills required. Ability to work both independently and with a team is required. Ability to maintain calm in stressful situations and to multi-task is important. The desired candidate must demonstrate an ability to work in a fast-paced environment and have exceptional writing skills. A writing sample will be required.

**OTHER:** Successful candidate must be able to pass a fingerprint-based criminal background check.

**APPLICATION DEADLINE:** Begin considering applications July 16<sup>th</sup>, 2021

Apply online at <http://www.kscourts.org/court-administration/job-opportunities/default.asp>.

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

Adriana Black, CSO III  
Johnson County Court Services  
588 E. Santa Fe, Suite 4000  
Olathe, KS 66061  
Fax: (913) 715-7420  
Email: [Adriana.Black@jocogov.org](mailto:Adriana.Black@jocogov.org)

THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, taking

an examination, or in interviewing. 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 (913) 715-7438.