



Notice of Employment Opportunity

LOCATION OF EMPLOYMENT: 26th Judicial District / Grant County Court Services Office
Grant County Courthouse
108 S. Glenn
Ulysses, Kansas 67880

CLASSIFICATION AND GRADE: Court Services Officer, I
Position No: **K0042549**
<https://www.kscourts.org - Careers>

SALARY AND BENEFITS: Starting Salary: Grade 30 / Step A
\$20.66 hour / \$1,652.80 bi-weekly
(Salary increase to \$22.79 after probationary year)
[Judicial Branch Employee Benefits](#)

Job Duties: Investigation and preparation of detailed juvenile and adult Presentence Investigation reports. Probation supervision of juvenile and adult offenders, assisting clients in understanding and meeting requirements placed on them, and referring clients to appropriate community resources as deemed necessary. Position requires high level of professional work collaborating with community resources, law enforcement, attorneys, and judges.

Required Education and Experience: Position requires a bachelor's degree with majority of coursework in criminology, sociology, corrections, counseling, psychology, social work or a closely related field. Anticipated graduation dates may be considered as well. Must be able to pass a criminal history background check. Must possess strong verbal and written requirements placed on them and referring clients to appropriate community resources as deemed necessary. Position requires high level of professional work collaborating with community resources, law enforcement, attorneys, and judges.

HOW TO APPLY: A Kansas Judicial Branch Application for Employment is required - [Judicial Branch Employee Application](#). Application information such as resumes or college transcripts may be submitted as well.

SEND APPLICATIONS TO: Jean Lamatsch, Chief Court Services Officer
Stevens County Courthouse
200 E. 6th Street
Hugoton, Kansas 67951
(620) 626-3261 (Fax)
svcocso@pld.com

APPLICATION DEADLINE: May 28, 2021 at 5:00 p.m. or until the position is filled.

THE KANSAS JUDICIAL BRANCH IS AN EEO / AA 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. Please contact Koleen Nosekabel at 620-675-2671 or by TDD at 1-800-766-3777.