

- Transfer
- Promotional
- Open

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY**

October 19, 2020

Position number: K0064229  
Position Title and Salary: District Court Administrator I  
Grade 48, Step A \$66,668.00 annually  
Position Type: Permanent/Full-time  
Location of Employment: 20<sup>th</sup> Judicial District  
Great Bend County, Kansas

**JOB DUTIES:** This employment is highly responsible supervisory and administrative work directing activities in a Kansas judicial district.

The work involves responsibility for organizing, directing, coordinating, and supervising either directly or through intermediate supervisors the activities of subordinates engaged in processing all district court cases in a judicial district. Under the supervision and direction by the chief judge of the district, the court administrator shall supervise and coordinate the administrative functions and operations of non-judicial personnel and perform such other duties as are assigned by the chief judge, prescribed by law, required by the state judicial administrator, or by the supreme court. Work is performed under the general direction of the chief judge of the district and is reviewed through conferences and reports and on the basis of results obtained.

**REQUIRED EDUCATION AND QUALIFICATIONS:** Graduation from an accredited four-year college or university with major course work in court administration, public administration, business administration, or a related field supplemented by a law degree or master's degree in judicial, public or business administration; and three years of court administrative experience. Two years additional court administrative experience may be substituted for the law or master's degree requirement.

**OTHER DESIRABLE EXPERIENCE:** Knowledge of principles and practices of public and court administration, court procedures including legal documents, laws and legal factors pertaining to the court. Knowledge of organization, functions, responsibilities, and procedures of the courts, Ability to organize, direct, coordinate the administrative activities of a judicial district conducive to full performance and high morale. Ability to express ideas on technical subjects clearly and concisely, orally and in writing.

Send applications to: Sabrina Chism  
District Court Administrator  
1400 Main, Room 306  
Great Bend, Kansas 67530

Applications will be accepted through: **November 10, 2020**

**Applications available at:**

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

THE KANSAS JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY 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 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. TDD users may contact the Kansas Relay Center at (800) 766-3777.

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