

Essential Job Duties

Employee Name: _____
 Job Title: **Administrative Hearing Officer**
 District/County: _____
 Department: _____
 Position Number: _____

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

<p>Supervision Duties</p> <p><input type="checkbox"/> Developing and implementing employee training and development</p> <p><input type="checkbox"/> Providing guidance and information to staff</p> <p><input type="checkbox"/> Developing policies and recommending procedures</p> <p>_____</p> <p>_____</p>	<p>Legal Duties</p> <p><input type="checkbox"/> Drafting documents for district court judge</p> <p><input type="checkbox"/> Ordering books and research materials</p> <p><input type="checkbox"/> Managing caseload</p> <p><input type="checkbox"/> Tracking cases</p> <p><input type="checkbox"/> Compiling statistics related to cases</p> <p>_____</p> <p>_____</p>	<p>Public Relations Duties</p> <p><input type="checkbox"/> Conducting or coordinating speaking engagements or tours</p> <p><input type="checkbox"/> Serving as information resource to public, court, staff, and OJA</p> <p>_____</p> <p>_____</p>
<p>Court Duties</p> <p><input type="checkbox"/> Setting up and preparing cases</p> <p><input type="checkbox"/> Ensuring proper case procedures</p> <p><input type="checkbox"/> Supervising and overseeing docketing</p> <p><input type="checkbox"/> Serving as liaison with other agencies</p> <p><input type="checkbox"/> Scheduling interpreters</p> <p><input type="checkbox"/> Arranging for security officers when necessary</p> <p>_____</p> <p>_____</p>	<p>Court Duties</p> <p><input type="checkbox"/> Preparing child support worksheets</p> <p><input type="checkbox"/> Assisting with CLE for local bar</p> <p><input type="checkbox"/> Establishing, modifying and enforcing child support, parenting and paternity</p> <p><input type="checkbox"/> Taking testimony</p> <p><input type="checkbox"/> Preparing written findings of fact and conclusions of law</p> <p><input type="checkbox"/> Entering orders</p> <p><input type="checkbox"/> Sitting on committees</p> <p><input type="checkbox"/> Working on community projects</p> <p><input type="checkbox"/> Presiding at summary hearings</p> <p><input type="checkbox"/> Relating to the Kansas Parentage Act</p>	<p><input type="checkbox"/> Evaluating evidence and hearings</p> <p><input type="checkbox"/> Deciding manner to establish or enforce court orders</p> <p><input type="checkbox"/> Accepting voluntary acknowledgment of support liability and stipulated agreements</p> <p><input type="checkbox"/> Accepting voluntary acknowledgment of parentage</p> <p>_____</p> <p>_____</p>

I have reviewed the duties for this position and I have designated the duties which are essential.

Supervisor Signature

Date

Appointing Authority

Date