

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yy)

### Kansas Judicial Branch Administrative Hearing Officer Job Duties Worksheet

Prior to updating the position description for the employee, both the rater and the employee should *independently* review the following list of job duties. Place the letters *n/a* in the *not applicable* column next to any duties that will not be part of the employee's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the employee performed during the evaluation period that are not listed. After the rater and employee have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the employee's performance.

<i>Not Applicable</i>	Duties
	<b>Supervision Duties</b>
_____	Developing and implementing employee training and development
_____	Providing guidance and information to staff
_____	Developing policies and recommending procedures
_____	_____
_____	_____
	<b>Court Duties</b>
_____	Setting up and preparing cases
_____	Ensuring proper case procedures
_____	Supervising and overseeing docketing
_____	Serving as liaison with other agencies
_____	Scheduling interpreters
_____	Arranging for security officers when necessary
_____	_____
_____	_____
	<b>Legal Duties</b>
_____	Drafting documents for district court judge
_____	Ordering books and research materials
_____	Managing caseload
_____	Tracking cases
_____	Compiling statistics related to cases
_____	_____
_____	_____
	<b>Child Support Enforcement and Judicial Process Duties</b>
_____	Preparing child support worksheets
_____	Assisting with CLE for local bar
_____	Establishing, modifying and enforcing child support, parenting and paternity
_____	Taking testimony
_____	Preparing written findings of fact and conclusions of law
_____	Entering orders
_____	Sitting on committees
_____	Working on community projects
_____	Presiding at summary hearings relating to the Kansas Parentage Act
_____	Evaluating evidence and hearings
_____	Deciding manner to establish or enforce court orders
_____	Accepting voluntary acknowledgment of support liability and stipulated agreements
_____	Accepting voluntary acknowledgment of parentage
_____	_____
_____	_____

### Administrative Hearing Officer Job Duties Worksheet

*Not  
Applicable*

Duties

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**Public Relations Duties**

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Conducting or coordinating speaking engagements or tours  
Serving as information resource to public, court, staff, and OJA

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