

KANSAS JUDICIAL BRANCH
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration – original

PART I.

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

PART II. The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

SECTION A. POSITION PURPOSE:

SECTION B. DUTIES:

Instructions: Place the letters *n/a* in the column next to the duties which are not a part of the employee's job responsibilities.

Not

Applicable

Duties

Supervision Duties

_____ Developing and implementing employee training and development
_____ Providing guidance and information to staff
_____ Developing policies and recommending procedures

Court Duties

_____ 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

Legal Duties

_____ Drafting documents for district court judge
_____ Ordering books and research materials
_____ Managing caseload
_____ Tracking cases
_____ Compiling statistics related to cases

Not

Applicable

Duties

Child Support Enforcement and Judicial Process Duties

- _____ 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

Public Relations Duties

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

SECTION C. SUPERVISORY DUTIES:

List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
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SECTION D. CERTIFICATION:

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

Employee Signature

Date

Rater Signature

Date

Appointing Authority Signature

Date