

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

Date: \_\_\_\_\_

(mm/dd/yy)

## Kansas Judicial Branch Chief Court Services Officer Job Duties Worksheet

Prior to updating the position description for the Chief Court Services Officer, both the rater and the Chief CSO 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 Chief CSO's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the Chief CSO performed during the evaluation period that are not listed. After the rater and Chief CSO have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the Chief CSO's performance.

*Not*

*Applicable*

Duties

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**Human Resources and Personnel Duties**

- \_\_\_\_\_ Recruiting and hiring
- \_\_\_\_\_ Managing timesheets
- \_\_\_\_\_ Completing, submitting and maintaining other personnel and payroll documentation
- \_\_\_\_\_ Handling grievances and complaints
- \_\_\_\_\_ Making staffing recommendations (number of personnel, distribution of personnel, etc.)
- \_\_\_\_\_ Ensuring staff coverage on a daily basis

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**Fiscal and Budget Duties**

- \_\_\_\_\_ Managing temporary position hours
- \_\_\_\_\_ Purchasing
- \_\_\_\_\_ Preparing and managing grants
- \_\_\_\_\_ Managing county budget
- \_\_\_\_\_ Budget planning

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**Administrative Duties**

- \_\_\_\_\_ Developing and recommending policies and procedures
- \_\_\_\_\_ Communicating policies and procedures
- \_\_\_\_\_ Compiling district statistics
- \_\_\_\_\_ Compiling reports and information for public, court, and OJA
- \_\_\_\_\_ Managing leases
- \_\_\_\_\_ Facilities and space management

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**Ancillary Program Duties**

- \_\_\_\_\_ Developing programs
- \_\_\_\_\_ Implementing programs
- \_\_\_\_\_ Evaluating programs
- \_\_\_\_\_ Supervising and coordinating multiple agency programs
- \_\_\_\_\_ Coordinating community resources

## Chief Court Services Officer Job Duties Worksheet

Not

Applicable

Duties

**Supervision Duties**

- \_\_\_\_\_ Developing and implementing employee training and development
- \_\_\_\_\_ Evaluating employees
- \_\_\_\_\_ Disciplining employees
- \_\_\_\_\_ Managing employee leave
- \_\_\_\_\_ Providing guidance and information to staff
- \_\_\_\_\_ Assigning cases
- \_\_\_\_\_ Auditing client files
- \_\_\_\_\_ Monitoring employees' work product
- \_\_\_\_\_ Conducting and supervising staff training

**Caseload Duties**

- \_\_\_\_\_ Domestic mediation
- \_\_\_\_\_ Protection from Abuse (PFA)
- \_\_\_\_\_ Home studies
- \_\_\_\_\_ Supervised visitation
- \_\_\_\_\_ Adult supervision
- \_\_\_\_\_ Juvenile supervision
- \_\_\_\_\_ Adult presentence investigations (PSI)
- \_\_\_\_\_ Juvenile predispositional investigations (PSI)
- \_\_\_\_\_ CINC reports/PDR
- \_\_\_\_\_ Bond supervision
- \_\_\_\_\_ Juvenile diversion
- \_\_\_\_\_ Court hearings

**Technology Duties**

- \_\_\_\_\_ Assessing technology needs
- \_\_\_\_\_ Developing system specifications
- \_\_\_\_\_ Evaluating technology options

**Public Relations Duties**

- \_\_\_\_\_ Developing public education programs
- \_\_\_\_\_ Managing press involvement
- \_\_\_\_\_ Organizing community activities
- \_\_\_\_\_ Organizing partnership with law enforcement