

**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

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PART I.

Employee Name: \_\_\_\_\_  
Job Title: **Chief Court Services Officer**  
District/County: \_\_\_\_\_ / \_\_\_\_\_  
Department: \_\_\_\_\_  
Position Number: \_\_\_\_\_

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

SECTION A. POSITION PURPOSE:

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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

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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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Not  
Applicable

Duties

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**Ancillary Program Duties**

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

- \_\_\_\_\_ Assessing technology needs
  - \_\_\_\_\_ Developing system specifications
  - \_\_\_\_\_ Evaluating technology options
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**Public Relations Duties**

- \_\_\_\_\_ Developing public education programs
  - \_\_\_\_\_ Managing press involvement
  - \_\_\_\_\_ Organizing community activities
  - \_\_\_\_\_ Organizing partnership with law enforcement
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**SECTION C. SUPERVISORY DUTIES:**

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

<b>Name</b>	<b>Class Title</b>	<b>Position Number</b>
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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)

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Signature of Employee

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Date

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Signature of Supervisor

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Date

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Signature of Appointing Authority

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Date