

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

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

**Kansas Judicial Branch  
Court Services Officer I, II, III Job Duties Worksheet**  
(not for Chief CSO)

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

*Not  
Applicable*

Duties

**Human Resources and Personnel Duties**

- \_\_\_\_\_ Managing timesheets
- \_\_\_\_\_ Completing, submitting and maintaining other personnel and payroll documentation
- \_\_\_\_\_ Ensuring staff coverage on a daily basis

**Fiscal and Budget Duties**

- \_\_\_\_\_ Purchasing
- \_\_\_\_\_ Budget planning

**Administrative Duties**

- \_\_\_\_\_ Communicating policies and procedures
- \_\_\_\_\_ Compiling district statistics
- \_\_\_\_\_ Compiling reports and information for public, court, and OJA
- \_\_\_\_\_ Participating, attending and/or assisting with meetings/committees
- \_\_\_\_\_ Participating in in-service training

**Supervision Duties**

- \_\_\_\_\_ Providing guidance and information to staff
- \_\_\_\_\_ Monitoring employees' work product
- \_\_\_\_\_ Conducting and supervising staff training

**Caseload Duties**

- \_\_\_\_\_ Domestic dispute resolution
- \_\_\_\_\_ Protection from Abuse (PFA)
- \_\_\_\_\_ Adult presentence investigations (PSI)
- \_\_\_\_\_ Juvenile predispositional investigations (PSI)
- \_\_\_\_\_ CINC reports/PDR
- \_\_\_\_\_ Bond supervision
- \_\_\_\_\_ Monitoring diversions

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*Not  
Applicable*

Duties

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**Client Duties**

- \_\_\_\_\_ Home studies (CINC or domestic)
  - \_\_\_\_\_ Supervised visitation (CINC or domestic)
  - \_\_\_\_\_ Establishing periodic reporting times
  - \_\_\_\_\_ Determining and offering counsel pertaining to client needs
  - \_\_\_\_\_ Referring clients to appropriate community resources
  - \_\_\_\_\_ Monitoring clients' progression/regression under the conditions of probation
  - \_\_\_\_\_ Risk needs assessment
  - \_\_\_\_\_ Maintaining contact with clients based on risk needs
  - \_\_\_\_\_ Maintaining client records
  - \_\_\_\_\_ Home visits
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**Court Duties**

- \_\_\_\_\_ Court hearings
  - \_\_\_\_\_ Enforcing orders of the court
  - \_\_\_\_\_ Monitoring dockets (criminal, domestic, juvenile)
  - \_\_\_\_\_ Making recommendations to court
  - \_\_\_\_\_ Giving testimony
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**Public Relations Duties**

- \_\_\_\_\_ Developing public education programs
  - \_\_\_\_\_ Participating in community activities
  - \_\_\_\_\_ Maintaining partnerships with law enforcement
  - \_\_\_\_\_ Representing court services on community boards
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