

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: **Court Services Officer I** **II** **III**
(not for Chief CSO) _____
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.

<i>Not Applicable</i>	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
_____	_____
_____	_____

Not
Applicable

Duties

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

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

Court Duties

- _____ Court hearings
- _____ Enforcing orders of the court
- _____ Monitoring dockets (criminal, domestic, juvenile)
- _____ Making recommendations to court
- _____ Giving testimony

Public Relations Duties

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

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
------	-------------	-----------------

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