

**Second Judicial District Court
Washoe County, Nevada**

ASSISTANT CLERK OF COURT

Filing Deadline: October 9, 2009 at 5:00 p.m.

Applications may be mailed to:

Tiffany Clements, HR Department
Office of Court Administration
Second Judicial District Court
PO Box 30083
Reno, Nevada 89520-3083

All mailed applications must be postmarked not later than October 7, 2009 to receive consideration.

SALARY RANGE

\$71,614.40 to \$103,854.40 annually, plus benefits

DEFINITION

The Assistant Clerk of Court is assigned to Court Administration, serving at the pleasure of the District Court Administrator. The Assistant will direct, manage, supervise and coordinate filing office operations, personnel, court clerks, and deputy clerks. The Assistant will have the support of two filing office supervisors to assist in the supervision of the filing office personnel. The Assistant will work closely with the Assistant Court Administrator regarding supervision of Family Division court clerk staff. This position is responsible for developing policy and procedure manuals, training and implementation of these manuals. This position will also be responsible for selected statistical reporting and analysis involving caseload filings and caseload management set by the Nevada Supreme Court, Administrative Office of the Court, and District Court Chief Judge. Maintenance and preservation of case records (paper, electronic, microfilm) will also be a responsibility of this position. This position will also coordinate assigned activities with the limited jurisdiction courts, outside agencies, and general public. Additional duties will include coordination with staff and other court managers on assignments and special projects as required.

SUPERVISION EXERCISED

Exercises direct supervision over courtroom clerks, deputy clerks, and filing office staff on a daily basis. Exercises management responsibility over the implementation of filing office policies and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends appropriate service and staffing levels; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the District Court Administrator/Clerk of Court; directs the implementation of improvements.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements personnel procedures including discipline and termination actions when necessary. All tasks performed in consultation with Court Human Resources Manager.

Plans, directs, coordinates, and reviews the work plan for filing office, and clerk services and activities; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

Plans for and forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements budget adjustments as necessary; prepares and monitors supplemental funding agreements and grants.

Provides responsible staff assistance to the District Court Administrator/Clerk of Court; prepares and presents staff reports and other necessary correspondence.

Conducts a variety of organization studies, investigations, and operational studies; maintains program statistics; monitors program trends, services, issues, and concerns; prepares reports; recommends modifications to programs, policies, and procedures as appropriate.

Counsels staff and provides support in difficult cases; responds to and resolves difficult and sensitive inquiries and complaints in person and by telephone as needed.

Confers with judiciary regarding special cases; attends hearings as requested.

Responds to and resolves difficult inquires and complaints.

Reviews the maintenance of financial records and preparation of financial reports. All financial reporting tasks completed in consultation with the Court Fiscal Manager.

Attends and participates in professional group meetings; stays abreast of new trends and developments in the field of filing office and clerk services.

OTHER JOB-RELATED DUTIES

Performs related duties as assigned

SPECIAL REQUIREMENTS

Ability to

Work in a standard office environment;

Lift and move objects weighing up to 50 lbs.;

Use office equipment including computers, telephones, calculators, copiers, and fax machines;

Operate a motor vehicle and have possession of a valid driver's license issued by the State of Nevada.

Experience and Training Requirements

Minimum

Six years of increasingly responsible administrative experience involving supervision, case flow management, clerk of court duties, fiscal management, and court operations. A bachelor's degree from an accredited college or university in public administration, business administration, judicial administration, or a closely related field.

Preferred

Graduate degree from an accredited college or university with major coursework in public administration, court management, judicial administration, law, or a related field.

HOW TO APPLY

In order for you to be considered for this position, you must complete a Second Judicial District Court Application for employment. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications may be obtained from the District Court Administrator's Office, 2nd floor, 75 Court Street, Room 220, Reno, Nevada 89501 or via the Court's website at www.washoecourts.com. Applications will be accepted until **5:00 p.m. on October 9, 2009** at the District Court Administrator's Office.

DISABLED INDIVIDUALS REQUIRING ACCOMMODATION DURING THE APPLICATION AND/OR HIRING PROCESS SHOULD NOTIFY THE COURT ADMINISTRATOR BY THE FILING DEADLINE.

THE SECOND JUDICIAL DISTRICT COURT, WASHOE COUNTY, VALUES DIVERSITY IN ITS WORK FORCE AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, AGE, RELIGION, DISABILITY OR NATIONAL ORIGIN IN THE ACTIVITIES IN WHICH IT OPERATES.

ALL APPLICANTS ARE SUBJECT TO FINGERPRINTING FOR THE PURPOSES OF BACKGROUND, CREDIT, AND SECURITY CLEARANCE CHECKS.