



JOB DESCRIPTION

JOB TITLE: Chief Deputy Justice Court Clerk

JOB CODE: 3370

DEPARTMENT: Justice Courts

FLSA STATUS: Exempt

REPORTS TO: Justice Court Judge

SUMMARY OF JOB PURPOSE

Plans, organizes and supervises staff, and performs complex legal clerical work in support of the operations of the Douglas County Justice Courts.

ESSENTIAL FUNCTIONS

1. Oversees the day-to-day operations of a Douglas County Justice Court; prioritizes and assigns tasks and projects; develops and establishes office work procedures; analyzes issues, and recommends solutions.
2. Supervises, trains and coaches court staff; develops staff skills, prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; counsels, coaches and instructs employees; assists with the hiring, promoting of staff, disciplining employees, and preparing performance evaluations.
3. Assists Judge in court case management; resolves problems, responds to questions on court procedures within scope of authority, and assists management in the development and implementation of operational policies and procedures.
4. Assures readiness of court, both physical and clerical, prior to Judge taking the bench; maintains and enforces all aspects of confidentiality of court information; monitors compliance to the government standards and requirements; assures court procedures are in compliance with court administrative orders, and state and local laws, regulations and standards.
5. Assists in gathering information; prepares and follows up on legal documents; routes legal documents to defendants, attorneys and courts for processing; maintains, tracks, and updates legal information.
6. Maintains court records; reviews and processes motions and judgments filed in court cases, and the disposition of each; reviews and verifies the accuracy of files, reports, legal documents and correspondence; prepares statistical and analytical reports of court activities, operations and procedures.
7. Processes accounting and financial transactions for the court in compliance with all applicable state laws and County rules, regulations and ordinances; reviews and verifies accounting records; balances accounts and disburses funds as required; tracks and processes expenditures and claims; prepares and monitors budget.
8. Responds to requests for information; provides technical information as authorized; provides assistance to the public within scope of authority; receives and sends information to and from other agencies and jurisdictions; coordinates activities and information.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Chief Deputy Justice Court Clerk

9. May draw jury lists; summon jurors; coordinate with courtroom staff on the need for and dismissal of jurors; respond to juror inquiries and requests to be excused from service; process juror service payments; process orders to show cause.
10. May prepare records for cases appealed to the State Supreme Court according to detailed guidelines established by the Supreme Court and is responsible for transferring fees to the Supreme Court.
11. Acts on behalf of the County Clerk-Treasurer, in absence of same and as requested, and as such, is authorized to sign official documents, correspondence, claims, checks and payroll forms; may perform job functions of the Chief Deputy Treasurer or Chief Deputy Clerk in their absence; may perform duties of other court personnel as needed to ensure continuity of operations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma. or equivalent, and five (5) year's court clerk and accounting experience, including lead/supervisory experience; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Bachelor's Degree in Public Administration, Business, Finance/Accounting, or other closely related field is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, customers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent, and able to create and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; Nevada court procedures, legal terminology and legal requirements for court operations and case processing; principles and protocols for the management of official documents and court records; court accounting systems, rules and standards; applicable state and Federal rules, codes and regulations; County policies and procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Chief Deputy Justice Court Clerk

Ability to create legal, professional and technical correspondence; read legal documents and extract relevant information; plan, prioritize, assign and carry out assignments with minimum supervision; manage Court calendar and schedule complex agendas; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in planning, assigning, training and supervising the work of others; explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public; preparing clear and comprehensive written and statistical reports; establishing and maintaining cooperative working relationships with judges, attorneys, and law enforcement agencies; assessing and prioritizing multiple tasks, projects and demands.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.