



# COUNTY OF NYE

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## CLASS TITLE: **DEPUTY JUSTICE COURT ADMINISTRATOR**

### **BASIC FUNCTION:**

Under administrative direction, to plan, direct, manage, supervise, and review the activities, operations, and business functions of the Justice Court including customer service, financial transactions, records management, data entry, courtroom support, calendaring, files management, and appeals processing; to coordinate Justice Court services and activities with outside agencies; and to provide highly responsible and complex administrative support to the Justice Court Judge.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Assume management responsibility for the services and activities of the Justice Court; recommend, administer, and implement policies and procedures approved by the Court.
2. Direct and manage the development and implementation of Justice Court goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Continuously monitor and evaluate the efficiency and effectiveness of Justice Court service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
4. Represent the Justice Court to elected and non-elected officials and outside agencies; explain and justify Court programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
5. Coordinate Court activities with County, State, and local government agencies; prepare and present staff reports and other related correspondence.
6. Administer the recruitment, screening, selection, and hiring of Court approved positions; recommend employee suspension/dismissal to Judge; select, train, motivate, and evaluate Court personnel; provide or coordinate staff training; work with employees to correct deficiencies.
7. Maintain accounting records and perform bookkeeping operations, including verifying, posting and balancing the Court's financial records and bank accounts; ensure compliance with Supreme Court Minimum Accounting Standards.
8. Review, process, and issue bench warrants; act as liaison between law enforcement agencies and the Court for policy regarding entry, recall, and confirmation of warrants ordered by the Court.

9. Perform duties of Terminal Agency Coordinator for NCIC/NCJIS; act as liaison between the Justice Court and Nevada Highway Patrol Records and Identification Bureau for procedural direction, operator certification, implementation of new procedures, and continuing training for staff; monitor use of NCIC/NCJIS.
10. Make informed decisions over procedural issues in the absence of the Judge, at the request of District Attorney, defense attorneys, defendants, or law enforcement agencies.
11. Schedule a Visiting/Conflict Judge for the Court when the Judge has recused from a case, and schedule other conflict cases accordingly to maximize the schedule for the Visiting Judge.
12. Analyze computer reports to ensure proper operation of Court-related systems; supervise the preparation of required State and County financial and statistical reports.
13. Assist in developing, administering, monitoring, and coordinating the development and administration of the Court budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; implement budgetary adjustments; inform Judge of the financial condition and needs of the Court.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High school diploma or equivalent supplemented by two years of college level course work and seven years of increasingly responsible court program experience including some supervisory experience. A paralegal certificate is desirable.

**KNOWLEDGE OF:**

Operations, services, activities, functions, and programs of the Justice Court, pertinent Federal, State, and local laws, codes and regulations; Court case management system; Modern and highly complex principles and practices of public and court administration and organizational principles; Current social, political, and economic trends and operating problems of Justice Court systems; Organization and management practices as applied to the analysis and evaluation of Court programs, policies, and operational needs; Principles and practices of budget preparation and administration; Principles of personnel management including supervision, training, and performance evaluation; Research and reporting methods, techniques, and procedures; Safe driving principles and practices.

**SKILL IN:**

Operate modern office equipment including computer equipment and software including Word, Excel, and Outlook; Operate a motor vehicle safely.

**ABILITY TO:**

Effectively administer a variety of Justice Court programs and administrative activities; Identify and respond to Judge's questions, concerns, and needs; Serve as a liaison between the Judge and Court employees, the general public, and other agencies; Respond to requests and inquiries from the public and Justice Court personnel regarding Court policies and procedures; Provide administrative and professional leadership and coordinate the activities of the Court; Understand the organization and operation of the Justice Court to assume assigned responsibilities; Plan, organize, direct, and coordinate the work of administrative court support personnel; delegate authority and responsibility; Select, supervise, train, and evaluate staff; Prepare and administer complex budgets; allocate limited resources in a cost effective manner; Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; Evaluate and develop improvements in Court operations, procedures, policies, or methods; Prepare clear and concise administrative reports and develop appropriate recommendations; Interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to Court programs and functions; Effectively and fairly negotiate appropriate solutions and contracts; Communicate clearly and concisely, both orally and in writing; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**LICENSES:**

Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of, or ability to obtain NCICT Terminal Agency Coordinator Proficiency Affirmation Certificate. Possession of a paralegal certificate is desirable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Exercises direct supervision over administrative court support staff.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.