



COUNTY OF NYE

CLASS TITLE: **DEPUTY JUSTICE COURT CLERK II**

BASIC FUNCTION

This position is the journey level in the class series. Positions at this level are distinguished from the level I by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions are normally filled by advancement from the Clerk I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards. Under direction, performs a variety of administrative, technical, and specialized support duties for the Justice Court, including criminal and civil case management, customer service, courtroom support, and data entry; and to provide information and assistance to the general public.

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

1. Performs all the duties of the Deputy Justice Court Clerk I.

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 and three years experience as a Deputy Justice Court Clerk I, or the experience and ability to meet qualification standards.

KNOWLEDGE OF:

Nevada Revised Statutes and Justice Court Rules of Civil Procedures; Functions, policies, and procedures of the Nye County Justice Court; Pertinent codes, statutes, and regulations governing Justice Court operations; Pertinent legal procedures and documents used in court cases; Principles and procedures of court calendar preparation and maintenance; Legal terminology.

ABILITY TO:

Perform the full range of difficult office and court support work; Interpret and apply statutes and instructions related to court proceedings.

LICENSES:

Possession of, or ability to obtain, an appropriate, valid driver's license, and possession of NCIC and NCJIS certifications.

WORK DIRECTION, LEAD AND SUPERVISORY EXPERIENCE:

May provide technical and functional training to lower level 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.; exposure to a variety of court evidence including hazardous material; 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