



COUNTY OF NYE

CLASS TITLE: DISTRICT COURT SUPERVISING / ADMINISTRATIVE LEGAL SECRETARY

BASIC FUNCTION:

Under the direction of the District Judge assigned to, performs a variety of responsible legal and administrative support functions, including activities/operations of the Fifth District Court and related supervision/coordination of secretarial/clerical staff, court reporters and bailiffs.

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

1. Provides responsible secretarial/administrative staff assistance to District Judge. Supervises, trains and assigns work to secretarial and clerical personnel; assesses workloads, establishes priorities, and evaluates completed work. Assists with recruitments, interviews and selection of secretarial/clerical staff as required.
2. Prepares and maintains legal calendars, schedules and disposition notices, records, follow-up trial dates, action dates and disposition of cases. Assists in coordinating court dates and activities with the court system and outside attorneys.
3. Serves as liaison between District Judge, court employees, outside agencies, other county departments and the general public. Explains District Court programs, policies, and screens for potential ethical biases. Responds to and resolves sensitive citizen questions and complaints.
4. Represents the Court internally and externally as Jury Commissioner. Coordinates with jurors and media as required. Plans, directs and manages the policies, procedures and programs of the Jury Management System.
5. Searches, compiles and assembles various legal materials from files reports and other sources for the Judge's use in providing legal assistance and in the preparation of other legal documents and opinions. Collects and assembles data and background materials for a variety of reports.
6. Reviews, recommends and implements improvements in workflow, procedures/forms and equipment. Organizes and maintains filing systems. Identifies needs and coordinates with MIS with regard to computer/imaging support systems.
7. Coordinates development and administration of the Court budget. Updates District Judge regarding budget status on a regular basis. Processes personnel, payroll and purchasing documents. Tracks and orders office supplies.

8. Attends and participates in professional group meetings. May be assigned to coordinate specialty court programs.

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: Graduation from high school or equivalent. Four to six years of secretarial, administrative and supervisory experience in legal setting. Knowledge of office practices, procedures and commonly used equipment including a personal computer.

LICENSES:

Paralegal certification desired. Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Secretarial and clerical personnel.

CONTACTS:

Co-workers, department heads and other county personnel, judges, Administrative Office of the Courts, attorneys, elected officials, and the general public.

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.

Normal office and court environment.

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 and court environment. May/will be required to drive alone for extended periods of time throughout the County and State.