



## COUNTY OF NYE

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### **CLASS TITLE: Drug Court Case Worker**

#### **BASIC FUNCTION:**

Under direction of the Specialty Court Coordinator performs a variety of tasks directly related to the court case management and the scheduling of hearings the District Court Adult Court Programs. Responsible for the timely and accurate scheduling of a court calendar and the processing of court documents to ensure efficient case processing.

**The position exists only to the extent specialty court and/or grant funds are available.**

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

1. Prepares and maintains Drug Court calendars, schedules and disposition notices; records follow-up dates, action dates.
2. Maintains database and statistical reports for Court Programs.
3. Compiles data for special projects; collects and assembles data and background materials for required reports.
4. Performs secretarial and clerical duties including but not limited to; organizing and maintaining filing system; schedules and appointments.
5. Works closely with the District Judge in establishing program goals and objectives related to development of program.
6. Assists District Judge with establishing department budget; tracking income and expenses.
7. Prepares and processes documents, forms and correspondence required for the program including notes on weekly status hearings, prepares dispositions cases.
8. Prepares and periodically updates the program policy manual updating and revising procedures as necessary to maintain compliance.
9. Answers inquires from the general public as required.
10. Coordinates management functions with judicial staff, and other court departments.
11. Interacts with the public, court departments, and the legal community to coordinate the many case-related activities and maintain the flow of processing cases.
12. Responsible for drug testing, home checks and general assistance to participants.
13. Attends court hearings, notes significant events, on an as needed basis.

14. Reviews case files and individual legal document to ensure completeness of records and compliance with court protocol and judicial rules and procedures.
15. Prepares legal notices and court orders for Judge's signature.
16. Maintains and operates standard office equipment.

**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 and work experience related to the duties and responsibilities of the class.

**LICENSES:**

Valid Nevada Drivers License; Possession and maintenance of a valid driver's license and satisfactory driving record are conditions of continued employment.

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

Not applicable.

**CONTACTS:**

Co-workers, other department personnel, 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.

Strength, dexterity, coordination and vision to use keyboard and video display terminal, sometimes or prolonged periods; Dexterity and coordination to handle files and single pieces of paper, occasional lifting of items weighting up to 25 pounds such as boxes, court docket books, files, stacks of paper, and other materials; Moving from place to place within the office, some reaching for items above and below desk level, including above head; Endurance and vision to drive for extended periods of time throughout the County and State.

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: General clean office working environment with limited exposure to dust, fumes, odors or noise; Video terminal use on a daily basis; High public contact in Specialty Court environment; May/will work alone at times; May/will be required to drive for extended periods throughout the County and State.