



# COUNTY OF NYE

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## CLASS TITLE: JUSTICE COURT EXECUTIVE ASSISTANT

### BASIC FUNCTION:

Under direction, to perform a variety of responsible, confidential, and complex administrative and secretarial duties for the Judge and Justice Court Administrator; and to serve as liaison for the Judge with the legal community, media, and 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. Serve as a resource and information source regarding Court programs, policies, procedures, objectives, and operational functions; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer callers to appropriate sources.
2. Organize the flow of communication through the Judge's office in an efficient and effective manner with Court staff, the general public, and other agencies.
3. Relieve Judge of a variety of administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.
4. Participate and assist in the administration of the Judge's office; recommend organizational or procedural change affecting support activities; recommend improvements in workflow, procedures, and use of equipment and forms.
5. Interpret Court regulations, policies, and procedures; make decisions involving independent judgment and requiring specialized knowledge of Court practices, programs, and operations; analyze situations and make appropriate decisions without immediate supervision.
6. Process arrest documents for in-custody and bailed defendants; process bails and fine payments; input information into the case management system.
7. Prepare and submit work order requests to the proper County department; follow-up for timely compliance.
8. Prepare and submit vendor claim forms to the Comptroller's Office for payment.
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13. Interpret Court regulations, policies, and procedures; make decisions involving independent judgment and requiring specialized knowledge of Court practices, programs, and operations; analyze situations and make appropriate decisions without immediate supervision.
14. Process arrest documents for in-custody and bailed defendants; process bails and fine payments; input information into the case management system.
15. Prepare and submit work order requests to the proper County department; follow-up for timely compliance.
16. Prepare and submit vendor claim forms to the Comptroller's Office for payment.
17. Process conflict attorneys' claims for compensation and create orders for Judge's approval; update case management system.
18. Process criminal dispositions to the Nevada Criminal History Repository; process case denials from the District Attorney's office; exonerate bonds.
19. Prepare quarterly statistical report showing revenue collected by the Court.
20. Validate Justice Court warrants from Nevada Highway Patrol and Nye County Sheriff's Office.
21. Process witness fee claim forms for approval by Judge; submit to Comptroller's Office.
22. Schedule Court Reporter and marriage ceremonies.
23. Collect, compile, and analyze information from various sources on a variety of specialized topics related to Court programs.
24. Assist in a variety of Court operations; coordinate, monitor, and participate in Court special projects, assignments and activities; maintain control files on matters in progress and expedite their completion.
25. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible duties to assist in the processing and completion of administrative operations.
26. Initiate and maintain a variety of files and records including financial, budget, operational and administrative records; maintain and update resource materials.
27. Operate modern office machines and equipment including word processor, typewriter, printer, copier, calculator, and FAX machine; routinely use a full range of word processing and spreadsheet computer software applications.

28. Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.
29. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

#### **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 legal secretarial training, and six years of increasingly responsible administrative secretarial, administrative assistant, or related experience.

#### **KNOWLEDGE TO:**

Office management principles; Accounting and bookkeeping principles and practices; Principles and practices of budget development and administration; Principles and practices of fiscal, statistical, and administrative data collection and report preparation; Pertinent Federal, State, and local laws, codes, and regulations including administrative and Court policies and procedures; Organizational and management practices as applied to the analysis and evaluation of Court programs, policies, and operational needs; Modern office procedures, methods, and equipment including computer equipment and applicable software programs; English usage, spelling, vocabulary, grammar, and punctuation; Principles and practices of business letter writing; Principles and procedures of record keeping; Principles and techniques used in dealing with the public; Word processing methods, techniques, and programs including spreadsheet and database applications; Mathematical principles; Safe driving principles and practices.

#### **SKILL IN:**

Operate modern office equipment including computer equipment and software including Word, Excel, and Outlook; Type at a speed of 60 words per minute and enter data at a speed necessary for successful job performance; Operate a motor vehicle safely.

#### **ABILITY TO:**

Learn Court case management system; Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and Court policies and procedures; Research, compile, analyze, interpret and prepare a variety of fiscal, statistical, and administrative reports; Compile, tabulate, and analyze data and information and prepare summaries and reports; Develop operating procedures to implement programs and policies; Read, understand, apply, and explain technical policies and procedural requirements; Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; Work under limited supervision within a broad framework of standard policies and procedures; Understand the organization and operation of the Court and of outside agencies to assume assigned responsibilities; Respond to questions from the public and Court personnel regarding policies and procedures; Work cooperatively with other agencies; Analyze situations carefully and adopt effective courses of action; Maintain confidential data and information; Independently prepare correspondence and memoranda; Perform mathematical computations quickly and accurately; Plan and organize work to meet schedules and timelines; Exercise good judgment, flexibility, creativity, and sensitivity in response to

changing situations and needs; 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, certification as a Notary Public, as well as NCIC and NCJIS Certifications.

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

Exercises technical and functional supervision over 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.; 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.