



COUNTY OF NYE

CLASS TITLE: SPECIALTY COURT COORDINATOR

BASIC FUNCTION:

Under the direction of the District Court Judge, performs a variety of responsible administrative and general clerical duties in the day-to-day operation of the Specialty Court Programs. ***This classification 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. Acts as Specialty Court Coordinator of the Fifth Judicial District Adult Drug Court Program and oversees juvenile drug court programs.
2. Responsible for public relations as it relates to the Specialty Court Programs.
3. As directed participates in the preparation of grant applications for existing and future programs.
4. Reviews priorities, supervises specialty court participants and specialty court program volunteers.
5. Organizes and maintains filing systems; maintains records related to the assigned area of responsibility.
6. Performs general secretarial and clerical work; files, schedules appointments; orders drug testing materials and supplies as necessary.
7. Works closely with the District Judge in establishing program goals and objectives, and in the development of future programs.
8. Assists District Judge with establishing Specialty Court budgets and tracks income and expenses.
9. Oversees and assists in the preparation of updating Adult Drug Court and Specialty Court Programs including revision of the Policy and Procedures Manuals and program procedures as necessary to maintain compliance with current environment.
10. Answers inquiries from the general public as required.
11. Oversees and participates in the collection of specimens from defendants, random curfew and breathalyzer checks/tests in accordance with approved Chain of Command Procedures.
12. Responsible for ordering drug testing materials and supplies.

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: Associate's Degree and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:

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

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides procedural work direction and immediate supervision of Specialty Court volunteers

CONTACTS:

Members of the public, including the District Court Judge, Sheriff's Office personnel, attorneys and staff, court personnel from other agencies, and outside agencies related to specialty court programs.

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 for prolonged periods; Dexterity and coordination to handle files and single pieces of paper, occasional lifting of items weighing 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: Generally 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 alone for extended periods of time throughout the County and state.