



## COUNTY OF NYE

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### **CLASS TITLE: Juvenile Court Clerk**

#### **BASIC FUNCTION:**

Under direction from the District Court Judge, Juvenile Court Master, and Chief Juvenile Probation Officer assists in the operation of the Juvenile Probation Department by working with juvenile traffic citations, status and delinquency cases, and other paperwork and correspondence.

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

1. Participates in the review of new cases and provides information to staff for presentation to the Court.
2. Involved in the creation of client invoices, account payable/receivable & handling collections of Court fees.
3. Assists in preparation of reports such as financial, statistical, purchasing, and court records.
4. Performs clerical duties in handling correspondence, telephone calls, typing, filing and processing criminal cases, financial payments, juvenile court cases, civil cases, small claims, and traffic.
5. Prepares the calendaring of cases and coordinates hearings, secures counsel, requirements at the direction of the Court Administrator.
6. Is familiar with court's Case Management System and performs data entry, retrieval and research.
7. Answers inquiries from the general public and researches statutes as required.

#### **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 a G.E.D. equivalency and/or work experience closely related to the duties and responsibilities of the class.

#### **LICENSES:**

Valid Nevada Driver's license

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

Juvenile Court secretarial/clerical staff

#### **CONTACTS:**

District Court Judge, Juvenile Court Master, co-workers, juveniles & respective families secretaries, law enforcement officers, dispatchers, attorneys, and other court personnel.

**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.

Juvenile Court Environment subject to lifting of boxes and court dockets

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: Juvenile Court Environment.