



## COUNTY OF NYE

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### **CLASS TITLE: Juvenile Office Supervisor**

#### **BASIC FUNCTION:**

Under general direction from the District Court Judge(s) and Chief Juvenile Probation Officer, supervises and administers office support staff and activities in either a single specified or multiple related office support areas; provides difficult, technical, or specialized office support for various department offices, functions and/or units

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

1. Supervise assigned support staff to include: plans, organizes, assigns, supervises, recommends staff selection; provide training in proper work methods and techniques; assign and review work; conduct performance evaluations; recommends initial discipline.
2. Determines work schedules and authorizes leaves, ensuring the effective, efficient and timely completion of all work.
3. Provides input into the budget and goal setting process for the unit. Monitor budget/expenditures during the fiscal year.
4. Performs complex, technical, difficult and/or specialized office support work related to the department to which assigned.
5. Answers inquiries, provides information and resolves complaints from the public or County employees regarding the function and activities of the work unit that requires the use of judgement and the interpretation and application of policies, rules and procedures.
6. Develops and implements operating procedures, forms and work processes.
7. Researches and compiles operational and statistical data and information from varied sources; maintains records and prepares special and periodic reports.
8. Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
9. Ensures that office administrative details, such as supply inventory, equipment purchase and maintenance, board, commission and committee support and relief coverage are attended to; operates standard office equipment.
10. May drive a motor vehicle to and from other County locations in order to attend off-site meetings or visit other work sites.
11. Enters, maintains, and validates records (includes document management, recordings, indexing, auditing) within various databases.

**EDUCATION AND EXPERIENCE:**

High School diploma/GED; Associates or bachelor's degree in Criminal Justice or applicable field preferred, but not mandatory; three (3) years of administrative support experience in a court or legal setting; a minimum of 4 years of direct involvement in Legal Court Proceedings with a minimum of 2 years observing or direct involvement in Juvenile Court proceedings OR an equivalent combination of education, training, and experience.

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles and practices of employee supervision, including selection work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Office management practices and procedures, including records management and the operation of standard office equipment.
- Principles and practices of public administration.
- Applicable laws, codes and regulations.
- Correct business English including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.

**SKILL IN:**

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Understanding, applying and explaining office and administrative processes and procedures.
- Compiling and summarizing information and preparing periodic or special reports.
- Preparing clear and concise reports, correspondence and other written materials.
- Analyzing and resolving varied office administrative problems.
- Organizing, prioritizing and coordinating work activities coordinating multiple activities and meeting critical deadlines.
- Dealing successfully with the public, in person and over the telephone.

**REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License
- May require Notary Public certification
- May require CNC/NCIC/NCJIS certification and biannual re-certification

**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. Mobility to work in a typical office setting and use standard office equipment; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

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: Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**CONDITIONS OF EMPLOYMENT:**

- *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- *Employment is contingent upon passing a drug screen.*
- *Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov)*
- *Nye County is an Equal Opportunity Employer.*

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

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Date Signed