



## COUNTY OF NYE

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### **CLASS TITLE: DEPUTY JUSTICE COURT CLERK I**

#### **BASIC FUNCTION:**

This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Under general supervision performs a variety of routine to difficult administrative, technical, and specialized support duties for the Justice Court, which is often confidential and includes criminal and civil case management, customer service, courtroom support, data entry; and to provide information and assistance to the 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. Provide courteous customer service assistance in-person and over the telephone, providing factual information and explanation of processes and procedures.
2. Conduct and process criminal, traffic and civil case management including filing new complaints, issuing case numbers, preparing notices, and issuing summons; evaluate terms of sentence for completion; review files for bench warrants, show cause summons, failure to appear, and failure to pay; schedule dates for jury trials, trials, preliminary hearings, pre-trials, arraignments, sentencing, and show cause hearings; set up, monitor, and evaluate payment plans; review files for sentencing compliance/completion, and close-out; update, and maintain case management system.
3. Perform courtroom duties for all hearings, including preparation, recording, and note taking; provide notification to defendants during court with terms of sentencing, including fines, fees, future court dates and other conditions; administer oaths; set District Court arraignments; receive, identify, and maintain control of evidence; coordinate with District Court, State Courts, and private attorneys.
4. May receive and process payments for fees, fines, bail, restitution, or other monies; prepares receipts and balances money received; requests checks for refunds, or overpayment.
5. Follow up with District Attorney for dismissals, amended complaints or other various legal documents.
6. Prepare criminal and civil cases for court, ensuring all documents are in the file, hearings have been updated from previous court dates and new docket in file.

7. Prepare and process criminal and civil appeals; accept and file notices of appeal; receipt appeal bonds and filing fees; request transcripts for appeals case; review case files for completeness and accuracy; deliver appeal case to District Court.
8. Process and maintain criminal and civil files including review, preparation, and issuing of bench warrants, warrants of arrest, show cause orders, summonses, motions to dismiss, orders of dismissal, stipulations, continuances, judgments, bind over orders, jury trial scheduling orders, bail or bond forfeitures, orders to rescind forfeiture of bail bond, orders of commitment, failure to appear notices, failure to pay notices, writs, garnishments, extradition waivers, amended complaints, affidavits and appointments of counsel, waivers of pleas, admonishments of rights, temporary protective orders, evictions, small claims, search warrants, complaints, citations, and other various legal documents as filed.
9. Process breath ignition interlock orders, failure to appear and failure to pay notices, and clearances to be sent to Department of Motor Vehicles (DMV).
10. Prepare civil evictions including forms, instructions, notices, affidavits, and fees; review case files for completeness; coordinate hearing dates.
11. Prepare, update, and maintain civil small claims including affidavit of complaint, order forms, instructions, and evidence.
12. Prepare, update, coordinate, and maintain temporary protective orders and stalking/harassment orders including interview of applicants, forms, disposition, and hearing date; process motions to modify or dissolve.
13. Process, prepare, and follow-up civil execution/garnishments including affidavit, receipt of fees, payments, and judgments; collect, receipt, and disburse fees for Court, Sheriff, and plaintiff; calculate interest for judgments; prepare writs of execution and writs of garnishment.
14. Request and update warrant information; notify Sheriff's Office with active warrants.
15. Perform general clerical support: for calendar and file maintenance; schedule court interpreters and court reporter; provide back-up in the absence of the Bailiff, data entry clerk or another justice court clerk.

#### **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, and/or G.E.D. equivalency and two years of general office support experience including extensive public contact.

#### **KNOWLEDGE OF:**

Principles and methods of fiscal record keeping; Modern office practices, methods, and computer equipment; English usage, spelling, grammar, and punctuation; Basic 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 45 words per minute and enter data at a speed necessary for successful job performance; Operate a motor vehicle safely

**ABILITY TO:**

Learn Nevada Revised Statutes and Justice Court Rules of Civil Procedures; Learn the functions, policies, and procedures of the Nye County Justice Court; Learn the pertinent codes, statutes, and regulations governing Justice Court operations; Learn the pertinent legal procedures and documents used in court cases; Learn the principles and procedures of court calendar preparation and maintenance; Learn legal terminology; Learn, interpret, and apply statutes, and instructions related to court proceedings; Perform a wide variety of office support work; Maintain a variety of accounting and fiscal records; Prepare clear and concise correspondence and reports; Deal tactfully and courteously with the public and legal representatives in providing information about Court functions and proceedings; Interact effectively with a variety of individuals under potentially hostile and stressful situations; 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 and NCIC/NCJIS certification.

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

Exercises no supervision

**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.; exposure to a variety of court evidence including hazardous material; 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.

**CONDITIONS OF EMPLOYMENT:**

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 must complete Section 1 of the Form I-9 along with 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.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing

of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.