



COUNTY OF NYE

CLASS TITLE: CHIEF DEPUTY JUSTICE COURT CLERK

BASIC FUNCTION:

This position is the expert level who works under the direction of the Justice Court Administrator, and performs full range of duties as assigned, working independently and exercising judgment and initiative. The candidate requires only occasional instruction or assistance and supervises daily operations and services of the Justice Court.

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

1. Performs all the duties of the Deputy Justice Court Clerk I, II & III.
2. Supervises all assigned support staff; provides staff training in proper work methods and techniques; assigns and reviews work; conducts performance evaluations; implements discipline and conflict resolution when necessary at the direction of the Justice Court administrator.
3. Assist the Justice Court Administrator in the administration of a variety of Justice Court duties, and acts on behalf of the Justice Court Administrator in the Administrator's absence or when asked to.
4. Oversee the daily operations of accounting, including balance of monies daily and prepares bank deposits.
5. Assist the Justice Court Administrator with formulation and implementation of new departmental programs, policies and procedures to ensure effective operations.
6. Serve as resource for information regarding policies, procedures, laws, and rules affecting the functions and operations of the Justice Court; handle inquiries on the telephone and in person, provide information, resolve complaints, review interpreter policies, procedures, rules and regulations; and make operational judgments for assigned program areas.
7. Ensures appropriate and timely case calendaring, entering and clearing of warrants, and the assessment of fines and fees; approve cash bail dispositions and refunds checks.
8. Schedule a Visiting/Conflict Judge for the Court when the Judge has recused from a case, and schedule other conflict cases accordingly to maximize the schedule for the Visiting Judge.
9. Ensures implementation of and compliance with all Justice Court Rules of Civil and/or Criminal Procedures and Local Rules of Practice for the Court.
10. Arranges for maintenance, repair and purchase of equipment; orders supplies and ensures proper maintenance of required materials.
11. Performs other duties as assigned.

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 three years' experience as a Deputy Justice Court Clerk III coupled with supervisor recommendation to Chief Deputy Justice Court Clerk, or the experience and ability to meet qualification standards.

KNOWLEDGE OF:

Nevada Revised Statutes and Justice Court Rules of Civil Procedures; Functions, policies, and procedures of the Nye County Justice Court; Pertinent codes, statutes, and regulations governing Justice Court operations; Pertinent legal procedures and documents used in court cases; Principles and procedures of court calendar preparation and maintenance; Legal terminology.

ABILITY TO:

Perform the full range of difficult office and court support work; Interpret and apply statutes and instructions related to court proceedings, and other duties performed by the Justice Court.

LICENSES:

Possession of, or ability to obtain, an appropriate, valid driver's license, and possession of NCIC/NCJIS certification.

WORK DIRECTION, LEAD AND SUPERVISORY EXPERIENCE:

The employee would be a lead supervisor and performs essential functions at an expert level and with some authority over the work of lower level employees, and may be responsible for prescribing procedures, methods, materials, and formats, and provides direction to employees. In addition, this position schedules and assigns tasks, monitor's progress, reviews results and is responsible for completed work.

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 the 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.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.

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 any 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. Incumbents may be asked to perform other related duties, of equal or lesser value, as required.