



# COUNTY OF NYE

---

## **CLASS TITLE: JUSTICE COURT ADMINISTRATOR**

### **BASIC FUNCTION:**

Under the direct supervision of the justice of the peace, administer oaths, take and certify affidavits and acknowledgments, issue process, enter suits on the docket, and do all clerical work in connection with the keeping of the records, files and dockets of the court, and shall perform any other duties in connection with the office as the justice of the peace prescribes.

Plan, direct, manage, supervise, and review the activities, operations, and business functions of the Justice Court including customer service, financial transactions, records management, data entry, courtroom support, calendaring, files management, and appeals processing; to coordinate Justice Court services and activities with outside agencies; and to provide highly responsible and complex administrative support to the Justice Court Judge(s).

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

1. Manage and oversee the services and activities of the Justice Court; recommend, administer, and implement policies and procedures adopted by the Court.
2. Direct and manage the development and implementation of Justice Court goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Continuously monitor and evaluate the efficiency and effectiveness of Justice Court service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
4. Represent the Justice Court to elected and non-elected officials and outside agencies; explain and justify Court programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
5. Coordinate Court activities with County, State, and local government agencies; prepare and present staff reports and other related correspondence.
6. Administer the recruitment, screening, selection, and hiring of Court approved positions; recommend employee suspension/dismissal to Judge(s); select, train, motivate, and evaluate Court personnel; provide or coordinate staff training; work with employees to correct deficiencies.
7. Maintain accounting records and perform bookkeeping operations, including verifying, posting and balancing the Court's financial records and bank accounts; ensure compliance with Supreme Court Minimum Accounting Standards.

8. Act as liaison between law enforcement agencies and the Court for policy regarding entry, recall, and confirmation of warrants ordered by the Court.
9. Perform duties of Terminal Agency Coordinator for NCIC/NCJIS; act as liaison between the Justice Court and Nevada Highway Patrol Records and Identification Bureau for procedural direction, operator certification, implementation of new procedures, and continuing training for staff; monitor use of NCIC/NCJIS.
10. Make informed decisions over procedural issues in the absence of the Judge(s), at the request of District Attorney, defense attorneys, defendants, or law enforcement agencies.
11. Analyze computer reports to ensure proper operation of Court-related systems; supervise the preparation of required State and County financial and statistical reports.
12. Assist in developing, administering, monitoring, and coordinating the development and administration of the Court budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; implement budgetary adjustments; inform Judge(s) of the financial condition and needs of the Court.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
14. Audit daily and monthly accounts, bookkeeping and bank deposits.
15. Maintain a variety of files and records (computerized and manual) related to the activities of the Justice Court.
16. Determine the validity of records, including certifying, exemplifying and attesting to court records and other documents required to be filed in the Justice Court.
17. Research and compile data from multiple sources to develop and process legal forms, prop per litigant packets and other documents, instructions and reports.
18. Contribute to the overall quality of the courts provisions and efficiency by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
19. Answer inquiries, provides information and resolves complaints from the judges, attorneys, other county staff and the public regarding court processing functions and activities, which often requires the use of judgment and the interpretation of policies, rules and procedures; respond to difficult and sensitive situations.
20. Provide difficult, complex, technical, specialized oversight of both administrative and judicial functions
21. Oversee, monitor and coordinate case management and processing to ensure the most effective and efficient handling of cases.
22. Supervise the processing of all forms, documents, and payments.
23. Oversee training and staff development and the implementation of goals, objectives, policies, procedures, and work standards.
24. Oversee the maintenance of accurate records, including the automation of the calendaring and record keeping systems.

25. Ensure the accuracy of all court records and documents, providing for secure storage and appropriate access to said records and documents.
26. Develop and implement procedures, goals, objectives, policies and work standards assuring compliance with court and county policies and procedures; and makes revisions as necessary.
27. Assist in setting Court goals and objectives.
28. Assure compliance with all court rules and ethical rules of conduct.
29. Advise the Court with regard of the need for development and/or modification of Court policies and procedures.
30. Prepare, or direct the preparation of a variety of reports for Court use or for submission to various agencies.
31. Develop court related business rules, requirements and performance standards.
32. Coordinate, manage and/or perform various projects and other administrative activities with other departments, other state and local officials and staff.
33. Arrange for maintenance, repair and purchase of courtroom and office equipment to ensure proper functioning of the courts.
34. Coordinate information technology activity with outside vendors, appropriate county support staff and other courts.
35. Represent the Court at various meetings and other events and serves on various committees as representatives of the Court.
36. Serve as director for Court Services
  - a. effectively managing department staff by evaluation and analyzing department issues and recommending and implementing solutions;
  - b. recommend operational, procedural and policy improvements;
  - c. ensure department operations comply with laws, policies, pre-trial standards and directives;
  - d. oversee and/or conduct diagnostic screening and assessment of defendants; researches criminal history, verifies information, and presents written reports of findings to the judges;
  - e. interact with members of the criminal justice system to advocate for court services and to coordinate services provided to the courts, other agencies and the community; serves on committees and task forces as required;
  - f. oversee the maintenance of data and records of work performed
  - g. engage in presentations to the court, provides information in regard to departmental operations and activities.
37. Serve as jury commissioner for Justice Court, working closely with the Fifth Judicial District Court Jury Commissioner, and effectively manages the jury trial scheduling/issuance of scheduling orders; review of juror excusal requests; and coordination of services needed for jury trials.

38. Able to be on call 24/7 to answer any questions that may arise and come to the office at a moment's notice to assist with the technological needs of the court in order to proceed with the requirements set forth by recent legislative changes.
39. Perform any other duties as assigned by the court.

**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 supplemented by two years of college level course work and seven years of increasingly responsible court program experience including some supervisory experience. A Court Administration Degree or paralegal certificate is desirable.

**KNOWLEDGE OF:**

Operations, services, activities, functions, and programs of the Justice Court, pertinent Federal, State, and local laws, codes and regulations; Court case management system; Modern and highly complex principles and practices of public and court administration and organizational principles; Current social, political, and economic trends and operating problems of Justice Court systems; Organization and management practices as applied to the analysis and evaluation of Court programs, policies, and operational needs; Principles and practices of budget preparation and administration; Principles of personnel management including supervision, training, and performance evaluation; Research and reporting methods, techniques, and procedures; Safe driving principles and practices.

**SKILL IN:**

Operate modern office equipment including computer equipment and software including Word, Excel, and Outlook; Operate a motor vehicle safely.

**ABILITY TO:**

Effectively administer a variety of Justice Court programs and administrative activities; Identify and respond to Judge's questions, concerns, and needs; Serve as a liaison between the Judge and Court employees, the general public, and other agencies; Respond to requests and inquiries from the public and Justice Court personnel regarding Court policies and procedures; Provide administrative and professional leadership and coordinate the activities of the Court; Understand the organization and operation of the Justice Court to assume assigned responsibilities; Plan, organize, direct, and coordinate the work of administrative court support personnel; delegate authority and responsibility; Select, supervise, train, and evaluate staff; Prepare and administer complex budgets; allocate limited resources in a cost effective manner; Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; Evaluate and develop improvements in Court operations, procedures, policies, or methods; Prepare clear and concise administrative reports and develop appropriate recommendations; Interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to Court programs and functions; Effectively and fairly negotiate appropriate solutions and contracts; 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. Possession of, or ability to obtain NCICT Terminal Agency Coordinator Proficiency Affirmation Certificate. Possession of a paralegal certificate is desirable.

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

Exercises direct supervision over administrative court support staff.

**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 25 lbs.; 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.