

CLASS TITLE: Assistant Court Administrator

CLASS CODE: M01528

FLSA STATUS: Exempt

JOB SUMMARY:

Assists in planning, organizing and managing all administrative services required for the effective function of either the Eighth Judicial District Court, State of Nevada or the County Justice Court as defined by Nevada statute and court policy.

CLASS CHARACTERISTICS:

This class assists in the management of the activities of professional, technical and support staff and activities required for specified functional areas of the Eighth Judicial District Court, State of Nevada or the County Justice Court. In addition to assisting with the day-to-day management of the department, incumbents administer Court administrative and support activities through subordinate managers and supervisors. This class is distinguished from the Court Administrator in that the latter has overall management responsibility for all court administrative activities and functions.

EXAMPLES OF DUTIES:

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the Court in coordination with the Court Administrator and the associate judges; assists in the preparation and administration of the department's budget. Plans, organizes, administers, reviews and evaluates the work of staff through subordinate supervisors. Oversees or provides for the selection, training, professional development and discipline of staff. Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Acts as liaison with and provides professional assistance to judges and other County departments in functional areas of responsibility; represents the court and the County with other agencies, litigants and their representatives and the public. Oversees and work of the administration bailiffs and is responsible for courthouse security and user safety. Ensures the accuracy of court records and documents; provides for secure storage and appropriate access. Directs the preparation and coordination of court calendars for the assigned court(s); monitors and coordinates case processing to ensure the most effective and efficient handling of cases. Monitors changes in legislation and technology, confers with court management regarding legislation, operational and facility planning, policies and administrative programs and procedures; evaluates proposed changes and facilitates implementation after approval. Oversees the maintenance of accurate records, including the automation of the calendaring and record keeping systems; directs the preparation of and prepares a variety of statistical and narrative reports for local use or submission to various agencies. Conducts studies, analyzes information, evaluates alternatives and makes recommendations; prepares narrative reports of findings; develops, revises and implements policies and procedures. Serves on a variety of committees and task forces as a representative of the court and the department. Acts as staff and provides technical support to judges, committees and similar justice groups. Uses standard office equipment, including a computer, in the course of the work. Must be able to commute to Court offices in outlying areas and to

attend meetings in other County locations.

QUALIFICATIONS:

Knowledge of:

Principles, practices and procedures related to the administration of specified court programs and activities; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision; principles and practices of developing teams, motivating employees and managing in a team environment; principles and practices of budget development and administration; applicable laws, codes and regulations, particularly as related to the area to which assigned; computer applications related to the work; records management principles and practices; correct business English, including spelling, grammar and punctuation; principles and techniques of making effective oral presentations.

Skill in:

Administering complex court support programs and associated staff through subordinate supervision; planning, organizing, assigning, supervising, reviewing and evaluating the work of assigned/type staff; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; assisting in developing and administering the department's goals, objectives, works standards and budget; interpreting, applying and explaining applicable complex codes and regulations; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; using tact, discretion and prudence in dealing with those contacted in the course of the work; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Physical Demands:

Mobility to work in a typical office setting, use standard office equipment; vision to read printed materials and a VDT screen; and hearing and speech to communicate in person or over the telephone. Must be able to drive or arrange for transportation to various work sites throughout the County. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Education and Experience:

Bachelor's Degree in Political Science, Criminal Justice, Business or Public Administration or a field related to the work AND six (6) years of administrative/professional level experience in a public agency setting, three (3) years of which were in a management capacity. Possession of an advanced degree in appropriate field is desirable. Equivalent combination of formal education and appropriate related experience may be considered.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.