



Clark County
**DISTRICT COURT - ASSISTANT COURT ADMINISTRATOR
(JUVENILE COURT)**

SALARY	\$108,118.40 - \$167,564.80 Annually	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	EXEMPT	JOB NUMBER	10008045
DEPARTMENT	District Court	OPENING DATE	10/08/2024
CLOSING DATE	10/29/2024 5:00 PM Pacific		

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the position of Assistant Court Administrator (Juvenile Court). This role plans, organizes and administers Juvenile Court programs and activities as assigned, including policies and procedures; provides expert professional assistance and advice to the Court Executive Officer, all elected District Court judges, and District Court management staff. The Assistant Court Administrator assigned to Juvenile Court acts as a liaison between administration, elected judges, county departments, community partners, vendors and the public. This position fosters professional partnerships, promotes efficiency, and drives solution-focused collaboration. The role also supervises, overseeing multiple contracts, fiscal activities, and playing a key part in upholding the court's mission to deliver justice effectively, efficiently, securely, and transparently. Incumbent is accountable for accomplishing department goals and objectives and for furthering District Court's Juvenile Court goals and objectives. Although specifically assigned to the Juvenile Court division, this role may be utilized in other court operations as necessary, to meet broader organizational needs.

This position reports to the Court Executive Officer. The incumbent provides supervision and direction to management, professional, technical and support staff of the department. Assists the Court Executive Officer in the development and implementation of departmental policies and procedures. May prepare and recommend the department's budget. Contributes to the overall quality of Juvenile Court and the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Communicates with Clark County's Department of Juvenile Justice and Family Service regarding system impacts, improvements, or changes.

Responsible for the oversight of Specialty Courts programs through subordinates. Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations. Represents the Court in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public; makes presentations to Court Management and others. Monitors developments and legislation related to personnel matters, evaluates their impact upon Court operations and recommends and implements policy and procedural improvements.

District Court Human Resources reserves the right to call only the most qualified applicants to the selection process.

This position is a confidential position and is excluded from membership in the union.

This position is non-union and is excluded from membership in the union.

This is an M-plan position and excluded from membership in the union.

NOTE: A cover letter and resume are required in addition to the completed employment application. Candidates may be invited to the selection process based on specific criteria listed in the resume, such as experience in (example: policy development and implementation, programmatic and staff oversight, or experience in a public agency similar to Clark County). Applications submitted without a copy of the candidate's resume and cover letter are incomplete and will not be considered.

MINIMUM REQUIREMENTS

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 full-time 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.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Working Conditions: Attend meetings outside of normal working hours.

Licensing and Certification: Specified positions may require possession of a valid Nevada Class C driver's license at time of appointment.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

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 court divisions in functional areas of responsibility; represents the court with other agencies and their representatives and the public. 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, 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.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, 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. 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.

Agency

Clark County

Address

500 S. Grand Central Pkwy, 3rd Floor
PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone

(702)455-4565

Website<http://www.clarkcountynv.gov>

DISTRICT COURT - ASSISTANT COURT ADMINISTRATOR (JUVENILE COURT) Supplemental Questionnaire

***QUESTION 1**

In order to be considered for this position, you must include a cover letter and resume in addition to the application. Applications submitted without a cover letter and resume will be incomplete and may not be considered. Resumes and cover letters may be attached to the on-line application or emailed to EJDCRecruitment@clarkcountycourts.us on or before the posted closing date.

I understand I must include a cover letter and resume in addition to the completed application in order to be considered for this position. I further understand these must be submitted by the closing date listed on the posting announcement.

***QUESTION 2**

The following questions 2-6 will be used to assist in determining if candidates meet the minimum qualifications. Which best describes your level of education?

- Bachelor's Degree
- Master's Degree or higher
- Juris Doctorate

***QUESTION 3**

List all degrees received that are directly related to the position (see template below).

College/University:

Did you graduate:

College Major/Minor:

Semester Credits Completed:

Degree Received:

***QUESTION 4**

indicate your full-time administrative/professional level experience in a public agency setting.

- No experience
- Less than 6 years

- 6 to 7 years
- 7 to 8 years
- More than 8 years

***QUESTION 5**

Indicate your full-time administrative/professional experience in a public agency setting in a management capacity.

- No experience
- Less than 3 years
- 3 to 4 years
- 5 to 6 years
- 7 to 8 years
- More than 8 years

***QUESTION 6**

Please list the employer(s) on your application where your experience was obtained in question(s) 4-5. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A only if you have no related experience (see template below).

Employer name:

Job Title:

Dates of Employment:

Relevant Job Duties:

***QUESTION 7**

The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.

I understand that:

A) Part-time experience must be prorated and credited as half of full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)

B) The education, knowledge, and experience levels indicated by my skills assessment responses must be supported and clearly documented in the "Education" and "Work Experience" sections of my application;

C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;

D) Responses to assessment questions that are not supported and clearly documented in the "Education" and "Work Experience" sections on the application may result in question scores being adjusted to receive zero points;

E) Assessment scores may be used to consider applicants for the selection process;

F) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.

- I have read and understand the above information regarding the completion of the following skills assessment questions. I further understand that this recruitment includes a skills assessment and that the answers I provide must be consistent with the "education" and "work history" sections detailed on my application and that scoring appeals will not be allowed for this recruitment.

***QUESTION 8**

Indicate your full-time professional experience working in a Juvenile Court system.

- No Experience

- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 9**

Reference to Question 8 - If you worked directly with judges, please describe in detail your role in the judiciary. Please see template below. Type N/A if you have no related experience.

Employer Name:

Job Title:

Dates of Employment:

Relevant Job Duties:

***QUESTION 10**

Indicate your full-time professional experience in pre-trial services, including community supervision, use of pre-trial risk assessment tools, and alternative sentencing programs.

- No Experience
- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 11**

Indicate your full-time professional experience working with specialty courts, including drug courts, veterans treatment courts, DUI courts, community courts, other diversion or probations programs.

- No experience
- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 12**

Please list the employer(s) on your application and specific job duties where your experience was obtained in question(s) 10-11. Type N/A if you have no related experience. See template below.

Employer Name:

Job Title:

Dates of Employment:

Relevant Job Duties:

***QUESTION 13**

Indicate your full-time professional experience coordinating court calendars and case processing for juvenile and specialty courts, ensuring accuracy and efficiency.

- No Experience
- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 14**

Please list the employer(s) on your application where your experience was obtained in question(s) 13. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A only if you have no related experience (see template below).

Employer Name:

Job Title:

Dates of Employment:

Relevant Job Duties:

***QUESTION 15**

Indicate your full-time professional experience preparing and administering operational and/or capital budgets, and applying for and managing grant funds.

- No Experience
- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 16**

Please list the employer(s) on your application where your experience was obtained in question(s) 15. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A only if you have no related experience (see template below).

Employer Name:

Job Title:

Dates of Employment:

Detailed Job Duties:

***QUESTION 17**

Indicate your full-time professional experience acting as a liaison between the court and other government or community agencies, ensuring collaboration and problem-solving.

- No Experience
- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 18**

Please list the employer(s) on your application and specific job duties where your experience was obtained in question(s) 17. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A only if you have no related experience (see template below).

Employer Name:

Job Title:

Dates of Employment:

Relevant Job Duties:

***QUESTION 19**

Indicate your full-time professional experience in the development and oversight of policy and procedures.

- No experience
- Less than 2 years
- 2 years less than 3
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

***QUESTION 20**

Indicate your full-time professional experience monitoring legislative changes that impact department policies and procedures.

- No experience
- Less than 4 years

- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- 7 years less than 8
- More than 8 years

***QUESTION 21**

Please list the employer(s) on your application and specific job duties where your experience was obtained in question(s) 19-20. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A only if you have no related experience (see template below).

Employer Name:

Job Title:

Dates of Employment:

Relevant Job Duties:

***QUESTION 22**

Indicate your full-time professional experience as a manager or supervisor of employees.

- No Experience
- Less than 3 years
- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- 7 years less than 8
- More than 8 years

***QUESTION 23**

Please list the employer(s) on your application where your experience was obtained in question(s) 22. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A only if you have no related experience (see template below).

Employer Name:

Job Title:

Dates of Employment:

Number of Employees Supervised/Managed:

Relevant Job Duties:

***QUESTION 24**

Indicate your full-time professional experience developing, reporting, and ensuring the quality of statistical, programmatic, and grant reports.

- No Experience
- Less than 2 years
- 2 years less than 3

- 3 years less than 4
- 4 years less than 5
- 5 years less than 6
- 6 years less than 7
- More than 7 years

* Required Question