



JOB DESCRIPTION

JOB TITLE:	Senior District Court Clerk/Juvenile	FLSA:	Non-Exempt
DEPARTMENT:	District Court	GRADE:	A5
REPORTS TO:	District Judge/Judicial Master/Crt Admin.	DATE:	10/09/2024

SUMMARY OF JOB PURPOSE:

Responsible for providing specialized, legal office support to ensure that all case files, documentation and participants are organized and available for efficient and effective courtroom operations in the Juvenile Division and other assigned matters by the Court Master; acts as liaison between the Court Master and proceeding participants, maintains records of court proceedings and follows-up as required.

ESSENTIAL FUNCTIONS:

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.

- Coordinates the schedule of the Judicial Master with that of court administration, attorneys, prosecutor's staff, law enforcement officials and others participating in the Juvenile Division and other matters assigned by the Judicial Master.
- Schedules hearings; notifies affected parties of court appearance dates; drafts warrants of apprehension; requests documents/information from other agencies; ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of court session.
- Ensures that files and all relevant materials are available for cases as required; reviews documents and ensures that proper signatures are obtained and that documents are distributed to the proper offices or persons for the Juvenile Division and other matters assigned by the Judicial Master.
- Takes and transcribes minutes of court proceedings; operates audio and video equipment; administers oaths to witnesses in the Juvenile Division and other matters assigned by the Judicial Master.
- Provides data entry of traffic tickets, record searches, etc. for the Juvenile Division.
- Composes a variety of correspondence and other written materials from instructions or brief notes; types or word processes a variety of materials; proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations for the Judicial Master.
- Assigns case number, organizes and maintains various files; tracks the issuance of official documents; may purge files and/or prepare information for long term storage for the Juvenile Division and other matters assigned by the Judicial Master.
- Performs a variety of administrative support duties as required for the Judicial Master.



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ESSENTIAL FUNCTIONS: (continued)

- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND four (4) years of court services administrative support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills Knowledge of:

- Policies, procedures, rules and regulations related to the court.
- Legal terminology, procedures and concepts, particularly as related to court procedures.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary;.
- Standard business arithmetic, including percentages and decimals.
- Basic practices and terminology and found in a court or similar legal office setting.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing court administrative support duties.
- Organizing court activities and recording court proceedings accurately. □ Interpreting, applying and explaining applicable codes and regulations.
- Using applicable office terminology, forms, documents and procedures in the course of the work.
- Maintaining accurate case and office records and files.
- Interpreting, applying and explaining complex policies, procedures, codes and regulations.



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Skill in: (continued)

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating effectively in person and over the telephone, often where relations may be confrontational or strained.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.