



JOB DESCRIPTION

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| JOB TITLE: | Court Administrator | FLSA: | Exempt |
| DEPARTMENT: | District Court | GRADE: | M2 |
| REPORTS TO: | Judge | DATE: | 10/06/2016 |

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and managing all administrative services required for the effective function of the District Court as defined by Nevada statute and court policy and under the direction of the judges.

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.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Ensures the accuracy specified all court records and documents; provides for secure storage and appropriate access.
- Directs all phases of jury operations.
- Monitors and coordinates case processing to ensure the most effective and efficient handling of cases.
- Answers inquiries, provides information and resolves complaints from judges, attorneys, other County staff and the public regarding assigned functions and activities, which often requires the use of judgment and the interpretation of policies, rules and procedures.
- Prepares and administers operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.
- Develops, administers and monitors the Court's budget; procures supplies and materials; ensures proper reporting and recordkeeping.
- Coordinates records management and storage, word processing, legal clerical processing and related activities.
- Arranges for maintenance, repair and purchase of equipment; orders supplies and ensures proper maintenance of required materials.
- Oversees the maintenance of accurate records, including the automation of the calendaring and record keeping systems; maintains accurate financial records.
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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as 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.



COURT ADMINISTRATOR

ESSENTIAL FUNCTIONS: (continued)

- Conducts studies, analyzes information, evaluates alternatives and makes recommendations; prepares narrative reports of findings; develops, revises and implements policies and procedures.
- Performs duties of District Court Clerk as required.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a 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:

Bachelor's degree in business administration, or a related field; AND five (5) years of legal operations support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Legal office management practices and procedures, including records management and the operation of standard office equipment.
- Applicable laws, codes and regulations; knowledge of specified computer applications including applications used in court system environment.
- Basic budgetary practices and terminology.
- Policies, procedures, rules and regulations related to court operations.
- Correct business English, including spelling, grammar and punctuation.
- Legal office terminology, processes, procedures and the format for legal documents.
- Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.



COURT ADMINISTRATOR

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Understanding, applying and explaining court and legal processes and procedures.
- Preparing clear and concise reports, policies, procedures, compiling and summarizing information and preparing periodic or special reports, correspondence and other written materials.
- Analyzing and resolving varied legal office administrative problems.
- Establishing, researching and maintaining legal office files.
- Organizing, prioritizing and coordinating work activities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

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 typical office setting and use standard office equipment; stamina to sit 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 over the telephone.