



JOB DESCRIPTION

JOB TITLE:	Justice Court Supervisor	FLSA:	Exempt
DEPARTMENT:	Justice Court	GRADE:	M1
REPORTS TO:	Justice of the Peace	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for supervising office support staff and managing justice court office activities related to criminal, civil and traffic matters.

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.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned Justice Court Clerk staff.
- Conducts selection and training of Justice Court Clerk staff; training to include processes, procedures and policies.
- Evaluates employee performance, counsels employees, and effectively recommends disciplinary action and other personnel decisions.
- Directs, coordinates and reviews Justice Court operations; meets with the staff to identify and resolve issues; develops and coordinates work teams; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures, implementing improved policies and procedures as needed.
- Determines work schedules; reviews, monitors and approves time sheets; authorizes leave, ensuring the effective, efficient and timely completion of all work.
- Assists in developing, monitoring, and analyzing the Justice Courts operating Budget, including processing and reviewing of invoices.
- Reconciliation of bank accounts, including credit cards, online payment accounts and collections accounts in accordance with the Minimum Accounting Standards (MAS) ordered by the Supreme Court Administrative Office of the Courts.
- Processes and maintains internal written procedures as required by the Minimum Accounting Standards (MAS).
- Monitors and distributes cash bail, restitution, overpayments of fines or filing fees and judgment payments.
- Researches and compiles operational and statistical data and information from varied sources; maintains records and prepares special and periodic reports.
- Monitors Court files for compliance with court orders, prepares order to show cause/failure to comply, and bench warrants for defendants that are non-compliant.



JUSTICE COURT SUPERVISOR

ESSENTIAL FUNCTIONS: (continued)

- Reviews warrant validations from Nevada Highway Patrol and Lyon County Dispatch to assure validity of warrants.
- Monitors, updates and interprets Legislative materials.
- Answers inquiries, provides information and resolves complaints from the public or County employees regarding the function and activities of the work unit that requires the use of judgment and the interpretation and application of policies, rules and procedures.
- Performs complex, technical, difficult and/or specialized office support work related to the department to which assigned.
- Ensures that office administrative details, such as supply inventory, equipment purchase and maintenance, board, commission and committee support and relief coverage are attended to; operates standard office equipment.
- Maintains Judge's calendar and schedules.
- May drive a motor vehicle to and from other County locations in order to attend off-site meetings or visit other work sites.
- 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:

Completion of two (2) years of college which included course work in public or business administration, management, accounting, economics, English or other related fields or 5 years of increasing responsible secretarial and supervisory experience including three (3) years as a Senior Justice Court Clerk.

Required Knowledge and Skills

Knowledge of:

- Policies, procedures, rules and regulations related to the court.
- Legal and court terminology.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Accepting monies and making accurate arithmetic calculations.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

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.



JUSTICE COURT SUPERVISOR

Required Knowledge and Skills: (continued)

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.
- Composing correspondence independently or from brief instructions.
- Using initiative and independent judgment within established procedural guidelines.
- 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.
- Must be able to qualify and maintain NCIC/NCJIC certification.
- Must be able to pass a criminal background check.

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.