

**CLARK COUNTY**

Department of Human Resources  
500 S. Grand Central Pkwy, 3rd Floor,  
PO Box 551791  
Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
DISTRICT/FAMILY COURTROOM CLERK SUPERVISOR**

Department Name: District Court  
Exam Number: 17127

**SALARY**

\$47,091.20 - \$72,924.80 Annually

**OPENING DATE:** 08/23/19

**CLOSING DATE:** 09/06/19 05:01 PM

**ABOUT THE POSITION:**

Directly supervises Courtroom Clerks and calendaring staff in District and/or Family Court. This is the full supervisory level in this court support series, responsible for planning, organizing, supervising and reviewing the work of a group of court and/or related legal office and/or related support employees. The work also includes the performance of difficult, complex or specialized legal office support work. This class is distinguished from other general office supervisory classes in that the work requires a knowledge of legal or court terminology or processes. It is further distinguished from Legal Office Supervisor in that the emphasis of this class is upon the supervision of District and/or Family Court support staff, rather than providing legal general office support in a similar legal office or court settings.

SOME POSITIONS MAY BE GRANT FUNDED. GRANT FUNDED POSITIONS ARE SUBJECT TO CONTINUATION BASED ON AVAILABILITY OF GRANT FUNDS AND THE EMPLOYEE WILL BE TERMINATED WITHOUT RIGHT OF APPEAL WHEN SUCH FUNDS ARE NO LONGER AVAILABLE.

Some positions may be non-union and are excluded from membership in the union.

**MINIMUM REQUIREMENTS**

**Education and Experience: Equivalent to graduation from high school and two (2) years of full-time experience in recording actions and assisting courtroom activities in a District, Family, or similar court setting AND two (2) additional years of experience performing legal clerical work and public contact duties in a legal setting. Some college-level education in a business or legal area AND prior lead or supervisory experience are desirable.**

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.

**NOTE: Specified positions may require typing at a rate of 50 words per minute from printed copy and taking dictation at a rate of 80 words per minute and transcribing it accurately.**

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

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

### **EXAMPLES OF DUTIES**

Plans, organizes, assigns, supervises and reviews the work of assigned courtroom clerks, calendaring staff and related legal and general office support staff. Recommends selection of staff; trains assigned staff in general and legal office procedures and specific departmental and unit policies and procedures. Evaluates employee performance and effectively recommends employee selection, initial disciplinary action, and other personnel actions; conducts staff meetings on a regular basis to ensure that problems are addressed and work is completed in a consistent manner. Determines work schedules and authorizes leaves, ensuring the effective, efficient and timely completion of all work, including appropriate coverage for all courts in session, including the family court and associated administrative hearing officers. Ensures that calendars are set for all assigned courts and that calendar desks have ongoing staff coverage. Answers inquiries, provide information and resolves complaints from judges, Attorneys, the public or County employees regarding the function and activities of the court that may require the use of judgment and the interpretation of policies, rules, and procedures. Develops, recommends and implements improved operating procedures, forms, and work processes; may assist with the development and administration of the departmental budget. Complies operational and statistical data and information maintains various records and prepares special and periodic reports. Performs difficult or complex court office support work and assists with special office projects as assigned. Compiles data from multiple sources to complete and process legal forms, documents, and reports in accordance with established procedures. Establishes and maintains office and case files; researches and compiles information from such files; closes and purges files according to established procedures. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Maintains accurate records and files related to the work of the unit and may prepare periodic and special reports related to work performed. Uses standard office equipment, including a computer, in the course of the work.

### **PHYSICAL DEMANDS**

Mobility to work in a typical office setting and 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. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*An Equal Opportunity Employer*

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## **DISTRICT/FAMILY COURTROOM CLERK SUPERVISOR Supplemental Questionnaire**

### **\* 1. I understand that:**

- A) My answers to these supplemental questions will be reviewed and scored by subject matter experts;**
- B) Examination scores may be used to select candidates for interviews;**
- C) The education and experience cited in my answers to these supplemental questions must be clearly documented in the "Education" and "Work Experience" sections of the application;**
- D) I must complete these supplemental questions, in my own words, in order for my application to be evaluated;**
- E) "See Resume" is not a substitute for any of the required information, and in fact, my resume will not be used to evaluate my application or supplemental assessment;**
- F) Language copied word-for-word from a job description or job posting will not be evaluated;**
- G) I may be called upon to demonstrate my expertise, in a work situation, as part of the selection process.**

I have read and understand the above information regarding completion of the following supplemental questions.

- \* 2. Describe in detail your professional experience working as a supervisor or in a lead role. Include your responsibilities regarding employee selection, training, development, performance evaluations, and behavior modification techniques. Indicate the number of employees under your direct supervision as well as the type of work involved. (Maximum 10 points)  
Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.  
Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:  
Supplemental Question Answer:
- \* 3. Describe in detail your professional experience developing and implementing goals, objectives, policies, procedures, and work standards for a work team or staff you supervised. Also include your experience interpreting and enforcing rules, policies, procedures, work standards and the provisions of collective bargaining agreements for subordinate staff. (Maximum 10 points) Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer
- \* 4. Describe in detail your professional experience performing work that requires teamwork to accomplish customer service and/or productivity goals. Include your techniques to promote harmony, deal with difficult subordinates, ensure equal work distribution, and meet performance requirements (individual and/or group). (Maximum 10 points)  
Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.  
Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:  
Supplemental Question Answer:
- \* 5. Describe in detail your professional experience working in a court or related legal office setting. Please be specific as to what type of setting (i.e., court system, District Attorney, Public Defender, Clerk's Office, etc.). Describe your responsibilities and the specific types of legal documents you handled on a daily basis. (Maximum 10 points)  
Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.  
Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:  
Supplemental Question Answer:
- \* 6. Describe in detail your professional experience working with software programs and database systems to include: Word, Excel, Access, Blackstone, Odyssey, and any other legal software programs. Please be specific on the types of programs used; types of documents and reports created and maintained in these programs. (Maximum 5 points)  
Complete a separate entry for each employer where your experience was obtained (see

template below). Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- \* 7. Typing and Speedwriting Proficiency: District Court will award 5 points for candidates who submit a typing certificate issued by a verifiable agency, documenting a minimum typing proficiency of 50 net words per minute AND a speed writing certificate documenting the ability to take dictation at a rate of 80 words per minute and transcribe it accurately. Both documents must be dated within the last 12 months to be accepted. These documents must be submitted to and received by Clark County Human Resources prior to the closing date and time listed on the recruitment announcement. Online typing or speed writing certificates will not be accepted. Typing and speed writing certifications may be attached to your online application, emailed to [nycole.elliott@clarkcountynv.gov](mailto:nycole.elliott@clarkcountynv.gov).

I understand that I may receive 5 supplemental assessment points for submitting a typing certification AND a speedwriting certification as described above by the closing date and time listed on the recruitment announcement.

- \* Required Question