



DISTRICT/FAMILY COURTROOM CLERK SUPERVISOR

Class Code:
N01566

Bargaining Unit: SEIU-Supervisory

CLARK COUNTY
Established Date: Oct 1, 1998
Revision Date: Mar 27, 2018

SALARY RANGE

\$22.64 - \$35.06 Hourly
\$1,811.20 - \$2,804.80 Biweekly
\$3,924.27 - \$6,077.07 Monthly
\$47,091.20 - \$72,924.80 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

JOB SUMMARY:

Directly supervises Courtroom Clerks and calendaring staff in the District and/or Family Court under the oversight of the County Clerk.

CLASS CHARACTERISTICS:

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 or and related legal office and/or related support employees. The work also includes 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 similar legal office or court settings.

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.

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, provides 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. Compiles 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.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Court terminology and procedures, including the recording of procedures and actions and calendaring of cases; 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; the use of specified computer applications involving the development of special report formats; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; basic budgetary practices and terminology.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of others; training others in policies and procedures related to the work; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; reading, understanding and processing legal and court documents and extracting relevant information; understanding, applying and explaining legal processes and procedures; compiling and summarizing information and preparing periodic or special reports; preparing clear and concise reports, correspondence and other written materials; analyzing and resolving varied legal office administrative problems; 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; dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained. 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.

SALARY SCHEDULE:

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