



**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:  
 GUARDIANSHIP COMPLIANCE ADMINISTRATOR**

Department Name: District Court  
 Exam Number: 17808

**SALARY**

\$64,001.60 - \$99,236.80 Annually

**OPENING DATE:** 11/15/19

**CLOSING DATE:** 11/29/19 05:01 PM

**ABOUT THE POSITION:**

Plans, organizes, administers, reviews, evaluates and supervises staff and operations of the Court's Adult Guardianship Program; including all operational areas encompassing personnel, finance, payroll, general administration, case management and investigations; ensures that all applicable laws and codes are complied with and that the Court's Adult Guardianship Program follows County administrative and fiscal directives. This position oversees the Guardianship Compliance Investigators.

**MINIMUM REQUIREMENTS**

**Education and Experience:**

**Bachelor's Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, program management, law, law enforcement, criminal justice or a closely related field AND four (4) years of full-time professional level experience in auditing, accounting, and/or management review and assessment or as a practicing attorney, including one (1) year of lead or supervisory experience. Experience in a public agency setting is preferred. Professional level experience that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted for the education on a year-for-year basis to a maximum of two years.**

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.

**Licensing and Certification:** Specified positions may be required to possess a valid Nevada Class C driver's license at time of appointment.

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

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

**EXAMPLES OF DUTIES**

Explains, interprets and ensures compliance with State and Federal laws, rules, and associated procedures pertaining to the regulation of the Court's Adult Guardianship Program. Plans, organizes, administers, reviews and evaluates the work of assigned professional and paraprofessional personnel; recommends selection of staff, trains staff in work procedures; administers discipline as required. Oversees the development of volunteer programs; oversees volunteer training; explores the possibility of establishing internship programs within the Court's Adult Guardianship Program. Oversees the establishment of a citizen complaint process including rules, complaint form(s) and instructions. Assists in the development and implementation of goals, objectives, policies, procedures and work standards which are consistent with departmental goals and objectives. Manages the guardianship caseload; applies innovative case management tools; monitors and audits the financial aspects of conservatorships to investigate guardianship cases for discrepancies and fraud; conducts an annual audit of guardianship cases assigned to the program to track case outcomes, assure policies are uniformly followed, identify systematic problems or weaknesses, identify staff training needs, report on findings. Refers suspected criminal activity to law enforcement agencies; may be required to testify in court proceedings. Participates in the departmental strategic planning process, assuring the establishment and attainment of performance measures. Develops documents, forms and policies and procedures; makes recommendations to management to streamline processes and procedures to ensure efficiency in all compliance related activity. Assists with State and specialty audits; maintains current regulatory, legal and agency policy changes; develops communications as needed to educate or reinforce policies. Responsible for developing and administering the division budget, prepares and maintains required records pertaining to program activities and prepares reports as required, investigates possible violations of laws and rules governing the Court's Adult Guardianship Program. Initiates and participates in public information and education activities to inform the public and interested groups about the court guardianship program by means of public speaking engagements and panel discussions. Exercises independence and initiative in completing assignments.

### **PHYSICAL DEMANDS**

Mobility to work in a typical office or court 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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## **GUARDIANSHIP COMPLIANCE ADMINISTRATOR Supplemental Questionnaire**

- \* 1. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**  
**I understand that:**  
**A) Part-time experience must be prorated and credited as half of the full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)**  
**B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;**  
**C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;**  
**D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;**  
**E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.**

- I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.
- \* 2. Please select which best describes your level of education.
- Some High School
  - High School Diplomas or GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree or Higher
- \* 3. Please indicate the number of college credits you have successfully completed.
- No Credits
  - Less than 30 semester credits
  - 30 - 59 semester credits
  - 60 - 89 semester credits
  - 90 - 119 semester credits
  - 120 + semester credits
- \* 4. Please indicate how many years of full-time experience you have in performing criminal, civil and/or administrative investigations.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 5. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 6. Please indicate how many years of full-time experience you have working with the guardianship case type.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 7. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 8. Please indicate how many years of full-time experience you have with general accounting or financial audits for a court or other public entity.
- No Experience
  - Less than 2 years of experience

- 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 9. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 10. Please indicate how many years of full-time experience you have in responding to inquiries and providing factual information to attorneys, court staff, law enforcement officials and the public regarding court proceedings/records.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 11. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 12. Please indicated how many years of full-time experience you have with minors and disabled, incapacitated, or elderly adults.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 13. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 14. Please indicate how many years of full-time experience you have with producing oral and written reports, including if applicable defending those reports in hearings or deposition.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 15. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:

- \* 16. Please indicate how many years of full-time experience you have in managing a variety of projects at one time.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 17. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 18. Please indicate how many years of full-time experience you have with conducting investigations.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 19. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* 20. Please indicate how many years of full-time experience you have in supervising employees.
- No Experience
  - Less than 2 years of experience
  - 2 to 4 years of experience
  - 4 to 6 years of experience
  - 6 or more years of experience
- \* 21. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. 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:
- \* Required Question