



# GUARDIANSHIP COMPLIANCE ADMINISTRATOR

Class Code:  
E02187

Bargaining Unit: NON-UNION

CLARK COUNTY  
Established Date: Jul 1, 2015  
Revision Date: Sep 24, 2018

## SALARY RANGE

\$30.77 - \$47.71 Hourly  
\$2,461.60 - \$3,816.80 Biweekly  
\$5,333.47 - \$8,269.73 Monthly  
\$64,001.60 - \$99,236.80 Annually

## JOB SUMMARY/CLASS CHARACTERISTICS:

### JOB SUMMARY:

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.

### CLASS CHARACTERISTICS:

This class fills the dual role of assistant program head, and first level supervisor of staff in all operational areas; responsible for policy development, program planning, fiscal management, personnel administration and the operation of the Court's Adult Guardianship Program; supervises daily operations, including administration, case management and investigations. Responsibilities require a significant amount of problem solving and independence of action as well as the interpretation of complex rules, regulations, and laws. This class is distinguished from Guardianship Compliance Investigator in that the latter is responsible for field service and investigative casework related to the safety and welfare of protected persons.

## 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.**

**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.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

Administrative principles and practices including goal setting, program development, implementation and evaluation, and the supervision of employees; principles and practices of public agency case management and investments, team development, and managing in a team environment; principles and practices of budget development and administration;

methods and techniques of case discrepancies and frauds; familiarity of applicable laws, codes, and regulations related to Guardianship programs; applicable Court rules and processes, computer applications related to the work; techniques for dealing with parties from various socioeconomic, ethnic and cultural backgrounds; correct business English, including spelling, grammar and punctuation; principles and techniques of preparing effective written materials.

Skill 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 the best customer service; interpreting, applying, and explaining applicable laws, codes and regulations related to the Court's Adult Guardianship Program preparing clear, concise and comprehensive statistical reports, analyzing data as it pertains to departmental caseloads, efficiencies, functions, and related factors; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person, via telephone, and in writing. Functioning effectively as a liaison for the Court Executive Officer with other County departments, the public, law enforcement, and other agencies and organizations. Operation of standard office equipment; computers, scanners, etc.

**SALARY SCHEDULE:**

I30