



CLARK COUNTY
Department of Human Resources
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Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
COURT DIVISION ADMINISTRATOR**

Department Name: District Court
Exam Number: 18254

SALARY

\$69,139.20 - \$107,161.60 Annually

OPENING DATE: 03/13/20

CLOSING DATE: 03/27/20 05:01 PM

ABOUT THE POSITION:

Administers, plans, organizes and supervises a variety of administrative, business, and analytical divisional court functions within the Office of the Court; administers the daily operations of a division within the Court, including administration, strategic planning, and fiscal activity, as well as budget administration and supervision of other financial matters.

This position is a confidential position and is excluded from membership in the union.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

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

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's Degree in Political Science, Criminal Justice, Business or Public Administration or a field related to the work AND four (4) years of administrative/professional level experience in a public agency setting, two (2) years of which were in a management capacity. Possession of an advanced degree in an appropriate field is desirable. An equivalent combination of formal education and appropriate related experience may be considered.

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.

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

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the Court in coordination with the Court Administrator and the associate

judges; assists in the preparation and administration of the department's budget. Plans, organizes, administers, reviews and evaluates the work of staff through subordinate supervisors. Oversees or provides for the selection, training, professional development and discipline of staff. Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Acts as liaison with and provides professional assistance to judges and other County departments in functional areas of responsibility; represents the court and the County with other agencies, litigants and their representatives and the public. Oversees and work of the administration bailiffs and is responsible for courthouse security and user safety. Ensures the accuracy of court records and documents; provides for secure storage and appropriate access. Directs the preparation and coordination of court calendars for the assigned court(s); monitors and coordinates case processing to ensure the most effective and efficient handling of cases. Monitors changes in legislation and technology, confers with court management regarding legislation, operational and facility planning, policies and administrative programs and procedures; evaluates proposed changes and facilitates implementation after approval. Oversees the maintenance of accurate records, including the automation of the calendaring and record keeping systems; directs the preparation of and prepares a variety of statistical and narrative reports for local use or submission to various agencies. Conducts studies, analyzes information, evaluates alternatives and makes recommendations; prepares narrative reports of findings; develops, revises and implements policies and procedures. Serves on a variety of committees and task forces as a representative of the court and the department. Acts as staff and provides technical support to judges, committees and similar justice groups. Uses standard office equipment, including a computer, in the course of the work. Must be able to commute to Court offices in outlying areas and to attend meetings in other County locations.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and be capable of traveling to and from various work sites or other County locations in order to attend meetings; specified positions may be required to drive a County or personal vehicle; 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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COURT DIVISION ADMINISTRATOR Supplemental Questionnaire

- * 1. **The following questions (1-5) will be used to assist in determining minimum qualifications.**

Please select which best describes your level of education.

- ☐ High School Diploma or GED
- ☐ Attended College - No Degree Received
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher
- ☐ N/A none of the above

- * 2. Please indicate the major of your degree.

- ☐ Business Administration
- ☐ Public Administration
- ☐ Other
- ☐ N/A - No degree

- * 3. If you indicated "Other" in Question 3, please list what major your degree was in. If this does not apply, type N/A.

- * 4. Please select the number of college credits you have successfully completed.
- ☐ Less than 60 semester credits
 - ☐ 60-89 semester credits
 - ☐ 90-119 semester credits
 - ☐ 120+ semester credits
 - ☐ N/A - None
- * 5. Please select the years of full-time experience you have obtained in performing administrative, budgetary, operational or similar analyses and studies. 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).
- ☐ No experience
 - ☐ Less than 4 years
 - ☐ 4 years but less than 5 years
 - ☐ 5 years but less than 6 years
 - ☐ 6 years but less than 7 years
 - ☐ 7 years but less than 8 years
 - ☐ 8 years or more
- * 6. **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.
- * 7. How many years of experience do you have as a lead or supervisor?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years
 - ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 8. How many years of experience do you have in developing policies and procedures?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years
 - ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 9. How many years of experience do you have supervising employees in a union environment?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years

- ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 10. How many years of experience do you have managing an administrative division of a court?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years
 - ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 11. How many years of experience do you have administering discipline and/or recommending discipline?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years
 - ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 12. How many years of experience do you have conducting internal investigations and writing investigatory reports?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years
 - ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 13. How many years of experience do you have handling Equal Employment Opportunity (EEO) related matters?
- ☐ No experience
 - ☐ Less than 2 years
 - ☐ 2 to 4 years
 - ☐ 5 to 7 years
 - ☐ 7 to 9 years
 - ☐ 9 years or more years
- * 14. Please indicate which of the following public sector departments you have experience working in. Select all that apply:
- ☐ Assessor's Office
 - ☐ Business License
 - ☐ Child Support
 - ☐ Clerk's Office
 - ☐ Constable's
 - ☐ Coroner's Office
 - ☐ Department of Motor Vehicles
 - ☐ District Attorney
 - ☐ District Court
 - ☐ Elections
 - ☐ Family Service
 - ☐ Health and Human Services
 - ☐ Homeland Security
 - ☐ Housing and Urban Development
 - ☐ Justice Court
 - ☐ Marriage Bureau
 - ☐ Public Defender

- ☐ Recorder's Office
- ☐ State Welfare Agency
- ☐ Treasurer
- ☐ None of the above

* Required Question