



COURT DIVISION ADMINISTRATOR

Class Code:
E02177

Bargaining Unit: NON-UNION

CLARK COUNTY
Established Date: Nov 10, 2009
Revision Date: Dec 14, 2009

SALARY RANGE

\$33.24 - \$51.52 Hourly
\$2,659.20 - \$4,121.60 Biweekly
\$5,761.60 - \$8,930.13 Monthly
\$69,139.20 - \$107,161.60 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

JOB SUMMARY:

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.

CLASS CHARACTERISTICS:

This class is responsible for the overall administration and management of a division within the Office of the Court. The incumbent provides supervision of staff performing various activities involved in the daily operation of the court division. In addition to planning, organizing, supervising and reviewing the work of subordinate staff, this class normally has responsibility for administrative functions such as developing and implementing operational processes, policies and procedures, identifying and resolving operational problems and ensuring the overall efficiency and effectiveness of assigned operations. This class is distinguished from Assistant Court Administrator in that the latter is responsible for assisting the Court Executive Officer in the management and administration of the entire Office of the Court.

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 appropriate field is desirable. Equivalent combination of formal education and appropriate related experience may be considered.

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.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Principles, practices and procedures related to the administration of specified court programs and activities; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision; principles and practices of developing teams, motivating employees and managing in a team environment; principles and practices of budget development and administration; applicable laws, codes and regulations, particularly as related to the area to which assigned; computer applications related to the work; records management principles and practices; correct business English, including spelling, grammar and punctuation; principles and techniques of making effective oral presentations.

Skill in:

Administering complex court support programs and associated staff through subordinate supervision; planning, organizing, assigning, supervising, reviewing and evaluating the work of assigned/type staff; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; assisting in developing and administering the department's goals, objectives, works standards and budget; interpreting, applying and explaining applicable complex codes and regulations; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; using tact, discretion and prudence in dealing with those contacted in the course of the work; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

SALARY SCHEDULE:

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