



Clark County

## DISTRICT COURT RECORDS PROGRAM ADMINISTRATOR

SALARY	\$35.38 - \$52.32 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	10083995
DEPARTMENT	District Court	DIVISION	Family Crt
OPENING DATE	07/29/2025	CLOSING DATE	8/5/2025 5:01 PM Pacific

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### ABOUT THE POSITION

The Eighth Judicial District Court is seeking a qualified candidate for the position of District Court Records Program Administrator. This role is responsible for leading the Records Division, including supervision of staff and overall program management. The Administrator oversees department-wide records operations, ensures compliance with retention schedules, court rules, Nevada Revised Statutes, and Rules of Appellate Procedure, and manages off-site storage. Key duties include developing and implementing records policies and procedures, and overseeing the planning, organization, and evaluation of division activities.

**THIS IS A DEPARTMENTAL RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF EIGHTH JUDICIAL DISTRICT COURT WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.**

**THIS RECRUITMENT IS LIMITED TO THE FIRST 100 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.**

This examination will establish a Departmental Eligibility list to fill current and/or future vacancies that may occur within the next three (3) months or may be extended as needed by Human Resources.

District Court Human Resources reserves the right to call only the most qualified applicants to the selection process.

Some positions may be confidential positions and are excluded from membership in the union.

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

### MINIMUM REQUIREMENTS

**Education & Experience:** Bachelor's Degree in Business, Public Administration, Archives Administration, Records Management or closely related field. Two years of professional level administrative experience which has included experience with document imaging and records tracking and/or records management or closely related experience as an administrative program lead. Administrative experience in a field related to the work may be substituted for the degree on a year-for-year basis to a maximum of two years.

**Working Conditions:** Attend meetings outside of normal working hours.

**Licensing and Certification:** Possession of a valid Nevada Class C Driver's License at time of hire. Certified Records Manager (CRM) designation desirable.

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

**Citizenship:** Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

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

## EXAMPLES OF DUTIES

- Plans, organizes, assigns, supervises, reviews and evaluates the work of Records Division staff.
- Recommends selection of staff and administers discipline as required.
- Sets goals, objectives, policies and work standards for the division.
- Coordinates records management functions for the department, including National Instant Criminal Background Check System (NICS) reporting of individuals not eligible to legally obtain firearms in the state of Nevada and management of Appeals to the Nevada Supreme Court Records' systems management, active and inactive records storage and maintenance, records destruction, document imaging system policies and procedures, preservation and proper handling.
- Recommends changes to existing policies, and procedures; develops new policies and procedures and ensures all guidelines are kept current.
- Interprets court orders for the proper sealing, striking and redaction of court records, Nevada Revised Statutes and District Court Rules relating to records retention, distribution and destruction requirements and ensures compliance.
- Assures records integrity and data security measures are in place and enforced in all records media formats.
- Performs research, conducts studies and surveys, including technical analysis and report preparation.
- Coordinates divisional compliance with records management policies and procedures.
- Develops records management training materials; provides training to designated division staff.
- Monitors department records management program efficiency; makes recommendations regarding user practices to improve performance.

## PHYSICAL DEMANDS

Mobility to work in a typical office setting, 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:

Principles and practices of public administration, court rules, Nevada Revised Statutes and Rules of Appellate Procedure. Records management including filing and indexing methods and document imaging technologies. Administrative principles and practices, including goal setting, program development, implementation and evaluation and employee supervision, including selection, work planning, training, performance evaluation and discipline. Statutes and codes affecting records management and their impact upon department operations.

Skill In:

Preparing written correspondence; researching, analyzing, interpreting and presenting data and information in understandable and useable formats; performing independent research; interpreting and explaining departmental and court policies and procedures; establishing and maintaining effective and professional relationships with co-workers and others contacted in the course of the work; preparing and presenting effective oral and written reports; operating document imaging and record management computer systems and equipment; analyzing work procedures and determine automation and other technologies to streamline records management procedures. Planning, organizing, supervision, reviewing and evaluating the work of others; training others in policies and procedures related to the work; developing effective work teams; using various computer software applications; compiling information and preparing clear and concise reports, correspondence, and other written materials; and analyzing and resolving varied office administrative problems.

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**Employer**

Clark County

**Address**

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Las Vegas, Nevada, 89155-1791

**Phone**

(702)455-4565

**Website**

<http://www.clarkcountynv.gov>