



Clark County

SENIOR RECORDS TECHNICIAN

SALARY	\$26.00 - \$38.46 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	29781
DEPARTMENT	District Court	OPENING DATE	08/05/2025
CLOSING DATE	8/19/2025 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	300

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates for the Senior Records Technician position. This role provides lead direction to other records staff and senior level technical support to the general public and other employees by providing the capture, indexing, storage and retrieval of a variety of official records and documents.

Responsibilities include but not limited to corresponding with the public and other government agencies to answer questions regarding office policy and procedures, Nevada Revised Statutes (NRSs), and Nevada Rules of Appellate Procedures (NRAPs). A significant aspect of this position is the processing of sealing, striking and redacting of court records in the Odyssey case management system. Additional duties include handling escalations, organizing and distributing work assignments, compiling appeals data for monthly statistical reports, and processing monthly appeal bond refunds.

This role requires skill in planning, directing and reviewing the work of others; instructing others in work procedures. Performing specialized records management and support work. Reading and explaining rules, policies and procedures. Analyzing and resolving varied records related problems. Organizing, maintaining and researching departmental files and records. Entering data into a specified computer format. Compiling and summarizing information and preparing periodic or special reports. Using initiative and independent judgment within established procedural guidelines. Organizing own work, setting priorities and meeting critical deadlines. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Establishing and maintaining effective working relationships with those contacted in the course of the work.

This examination will establish an Open Competitive Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by District Court 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 excluded from membership in the union.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school AND five (5) years of full-time general clerical, two (2) years of which includes experience receiving official documents and providing support to a records management or similar activity. Knowledge of computer imaging and related applications required. Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis.

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

Assists the Records Imaging Services Supervisor by providing lead direction, training and work review to records support staff; organizes, assigns work, work schedules, sets priorities, and follows-up to ensure coordination and completion of assigned work. Conducts complex records searches and locates official departmental records and documents. Provides input into the development of work standards and unit processes. Provides input in the creation and maintenance of database tables for indexing, quality checks indexing, and fixes incorrect indices. Provides information regarding records to the general public, as well as department staff and other County employees at a service counter or over the telephone. Reproduces copies of official documents or other associated documents utilizing departmental computerized imaging system. Resolves various problems and discrepancies related to records management. Coordinates with vendors on problem solving issues. Promotes use of the imaging system by training and assisting users. Develops methods of improving efficiencies to take advantage of information technology. May work with confidential documents. Validates requests for official documents in conformance with established departmental procedures, policy and applicable laws, codes and regulations. Documents and logs official documents. Stores official documents into filing system; pulls completed documents and prepares documents for scanning and microfilming; moves documents from one location to another. Identifies all documents associated with projects for proper storage and retrieval. Scans and microfilms documents using imaging systems hardware and software. Makes correct settings and calibrations of equipment to ensure highest possible image quality. Indexes scanned images to imaging system database application in conformance with established procedures and policies. Reproduces plans and other documents back to original size, utilizing various printer hardware and software. May complete cash transactions with customers for requested documents; prints receipts, and balances a cash drawer each day. Cleans and maintains all imaging and microfilm equipment. Uses a computer to enter various data. Participates in the creation of departmental records destruction procedures.

OTHER DUTIES AND RESPONSIBILITIES:

May enter related data and develop and manage databases and/or spreadsheet files and report formats. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports regarding records process. Organizes, maintains and purges various departmental files; develops indexing systems; photocopies and microfilms information as required. May assist in off site vault inventory, including documentation and copying media for long term archival storage. May serve as project and/or team leader as assigned. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer, microfilm and microfiche equipment, in the course of the work. May fill in for other staff as needed or on a relief basis.

PHYSICAL DEMANDS

Mobility to work in a typical office 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. Must be capable of lifting up to 50 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Employer

Clark County

Address

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PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>