



Clark County

SPECIALTY COURTS COORDINATOR

SALARY	\$32.77 - \$48.43 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	LIMITED PERM	JOB NUMBER	29819
DEPARTMENT	District Court	DIVISION	District Court
OPENING DATE	10/21/2025	CLOSING DATE	11/4/2025 5:01 PM Pacific

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Specialty Courts Coordinator position. This position provides clinical case management duties associated with specialty courts, conducts clinical substance abuse evaluations of prospective specialty court participants and maintains and reports associated program data.

This position will provide substance abuse clinical evaluations on prospective specialty court participants for referring courts, clinical case management services for specialty court participants, and financial and statistical reporting to a variety of funding sources. This position is distinguished from Specialty Courts Program Administrator in that the latter has overall responsibility for all specialty court programs in District Court. This position is also distinguished from the Specialty Court Specialist in that the latter requires a Master's Degree, increased licensure, and provides clinical mental health evaluations.

This examination will establish an Open Competitive 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 confidential positions and are excluded from membership in the union.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

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

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's Degree in Behavior Sciences or a related field AND two (2) years of full-time experience in the direct provision of substance abuse and/or mental health treatment services.

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.

Working Conditions: Job duties will expose the incumbent to hostile and abusive individuals. May be required to attend meetings, presentations, and events outside of normal working hours.

Licensing and Certification: Must possess a valid Nevada Class C Driver's License at time of appointment. Must possess a valid license or internship as CADC or LADC or a higher licensure, in the State of Nevada.

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,** Eighth Judicial District Court and Clark County do 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

Provides day-to-day case management duties including substance abuse evaluations, referrals, treatment compliance monitoring, clinical consultations, reviewing program compliance, writing court reports, and managing defendant non-compliance. Appears in court regularly, communicates with the District Attorney's Office, Public Defender's Office and members of the defense bar. Provides statistical reports to comply with grant requirements. Also responsible for DUI evaluations for the court. Gathers information from offenders on substance abuse history, criminal history, family history, occupational/employment status, educational history, medical history, mental health history, and related areas. Administers substance abuse related screening instruments to offenders. Makes recommendations for treatment of offenders to the Court. Compiles information from interview and screening instruments into clear and concise reports for judicial system. Enters data on computer for purposes of creating reports and maintaining statistical database. Enters pertinent client/offender information into computer for communication to the court. Assists in developing and implementing program mission, goals, objectives and performance standards. Facilitates collaboration between courts, service providers, District Attorney, Public Defender and the Department of Family Services on matters relating to case management, process and procedures. Assists in developing written policy and procedures manuals for both adult and juvenile programs. Develops automated case management program with tracking and statistical analysis components required by federal grant mandates. Produces quarterly and annual statistical and financial reports based on performance objectives and grant requisites. Coordinates projects, events or time line management i.e. Board of County Commissioner Agendas, grant applications, etc. Schedules and prepares agendas and minutes for monthly drug court meetings. Audits billing records for accuracy and federal compliance. Maintains active profile with drug court vendors; troubleshooting and mediating client, court, and vendor disputes or problems. Reports directly to the Specialty Courts Manager. Responds to judicial requests for intervention in program matters. Attends Court proceedings, staffings, case management sessions, and group therapy sessions intermittently to promote quality service.

ADDITIONAL DUTIES:

Contributes to the efficiency and effectiveness of the court's services 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; drives a County or personal motor vehicle in the course of the work.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, strength to lift objects weighing up to 25 pounds, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone. 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>