

**CLARK COUNTY**

Department of Human Resources
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**INVITES APPLICATIONS FOR THE POSITION OF:
SPECIALITY COURTS SPECIALIST**

Department Name: District Court
Exam Number: 15256

SALARY

\$57,699.20 - \$89,523.20 Annually

OPENING DATE: 07/03/18

CLOSING DATE: 07/17/18 05:01 PM

ABOUT THE POSITION:

Provides clinical case management duties associated with specialty courts, conducts clinical mental health and substance abuse evaluations of prospective specialty court participants, and maintains and reports associated program data. This position will provide clinical mental health and substance abuse 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 does not provide clinical diagnoses of Specialty Court participants. This position is distinguished from Specialty Courts Manager in that the latter has overall responsibility for all specialty court programs in Clark County Courts. This position is also distinguished from Specialty Court Coordinator in that the latter requires a Bachelor's Degree, decreased licensure, and does not provide clinical mental health evaluations.

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.

This recruitment 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.

MINIMUM REQUIREMENTS

Education and Experience: Master'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 LCADC, LCSW, LPC or MFT 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.

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

EXAMPLES OF DUTIES

ESSENTIAL DUTIES:

Provides day-to-day case management duties including mental health evaluations, substance abuse evaluations, referrals, treatment compliance monitoring, clinical consultations, reviewing program compliance, writing court reports, and managing defendant non-compliance. Provides supervision of LCADC, LCSW, LPC or MFT license interns in the accumulation of clinically supervised hours. 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. Makes appropriate referrals for mental health services to community providers as needed. Administers substance abuse related and mental health 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.

An Equal Opportunity Employer

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SPECIALITY COURTS SPECIALIST Supplemental Questionnaire

- * 1. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**
I understand that:
A) Part-time experience must be prorated and credited as half of 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)
B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;
C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;
D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;
E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.
☐ I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.
2. Please list degrees received in Behavior Sciences or a related field. (Not Rated) List all degrees received that are directly related to the position (see template below).
College/University: Did you graduate: College Major/Minor: Units Completed: Degree Received:
- * 3. List all courses/seminars/ training completed that are directly related to the position. (Not Rated) When listing courses/seminars/training, be specific about the administering institution. If no answer, state "N/A".
- * 4. Please select all the licenses (or current internship) that you possess. (Not Rated) If an intern, how many hours are necessary for licensure and how many hours do you currently still need?
☐ Marriage and Family Therapist (MFT)
☐ Licensed Clinical Social Worker (LCSW)
☐ Licensed Professional Counselor (LPC)
☐ Licensed Clinical Alcohol and Drug Counselor (LCADC)
- * 5. Describe in detail your professional experience with diagnosing, assessing or evaluating clients for treatment purposes and doing written assessments. (Maximum 15 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:
- * 6. Describe in detail your professional experience with case managing clients diagnosed with substance abuse and/or mental illness. Please identify if the experience is in a private or forensic setting. (Maximum 15 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

- * 7. Describe in detail your professional experience providing clinical mental health and/or substance abuse care. (Maximum 10 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

- * 8. Describe in detail your professional experience in a courtroom setting. Include in your response the Court, Judge and jurisdiction and what your role was in the courtroom and/or court process. (Maximum 5 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

- * 9. Describe in detail your professional experience in maintaining accurate records and files for the periodic preparation of operational, budgetary, technical, statistical and narrative reports. (Maximum 2.5 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

- * 10. Describe in detail your ability to manage multiple projects and/or high volume caseloads in a fast paced environment. (Maximum 2.5 points)

- * Required Question