



## Clark County COURT EXECUTIVE OFFICER

<b>SALARY</b>	\$87.17 - \$128.73 Hourly \$6,973.60 - \$10,298.40 Biweekly \$15,109.47 - \$22,313.20 Monthly \$181,313.60 - \$267,758.40 Annually	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	EXEMPT	<b>JOB NUMBER</b>	31058
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	03/24/2026
<b>CLOSING DATE</b>	4/21/2026 5:01 PM Pacific		

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### ABOUT THE POSITION



**THIS IS AN EXEMPT POSITION AND ANY RULES OR PROCEDURES GOVERNING THE COMPETITIVE PROCESS DO NOT APPLY**

The Eighth Judicial District Court is seeking highly qualified candidates for the Court Executive Officer, an executive-level role responsible for strategic leadership and comprehensive oversight of District Court operations. Reporting to the Chief Judge and operating under applicable law and court rules, the Court Executive Officer ensures court services are delivered efficiently, effectively, and in alignment with the judiciary's mission of providing equal access to justice. This position oversees all administrative areas—including personnel, finance, technology, facilities, court programs, and operational planning—managing a workforce of over 700 employees and a large, complex operating budget. The Court Executive Officer directs senior management, oversees budget and fiscal administration, ensures the integrity and security of court records, manages key operations such as jury services, administrative marshal operations, caseload management, automation systems, and specialized programs, and serves as Clerk of the Court pursuant to Nevada law.

This executive also serves as a critical liaison to judges, County departments, justice partners, the Clark County Board of Commissioners, and the public, while monitoring legislative and regulatory developments affecting court administration. The Eighth Judicial District Court is Nevada's largest general jurisdiction trial court, serving more than 2.2 million residents in Clark County through 58 elected judges supported by commissioners and professional staff. The Court

handles criminal, civil, family, and juvenile matters, manages high-volume and complex litigation, and administers innovative specialty programs and services designed to improve outcomes for individuals and families. Its work reflects a commitment to fairness, integrity, innovation, and public service, supporting the administration of justice in one of the nation's fastest-growing metropolitan regions.

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 Human Resources.

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

This position is confidential and excluded from membership in the union.

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**NOTE: A cover letter and resume are required in addition to the completed employment application.** Candidates may be invited to the selection process based on specific criteria listed in the resume, such as experience in a similar position. Applications submitted without a copy of the candidate's resume and cover letter are incomplete and may not be considered.

## MINIMUM REQUIREMENTS

**Education and Experience:** Bachelor's Degree in Court Administration, Business or Public Administration or a field related to the work AND six (6) years of full-time senior level management experience in a court setting. 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.

**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

- Develops and implements goals, objectives, policies, procedures and work standards for the District Court in coordination with the chief judge and the associate judges; prepares and administers the agency'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.
- Plans, evaluates and implements physical space, security, automated systems, and other operational needs of the court, including the development of new courts and procedures.
- Acts as a liaison and provides professional assistance to judges within areas of expertise; serves as the Court's liaison to other agencies, the media, and the public.
- Oversees staff for specialized court programs, including the Family Mediation and Assessment Center, Probate, and Interpreter Services.

- Ensures the accuracy of all court records and documents; provides for secure storage and appropriate access.
- Directs all phases of jury and administrative Deputy Marshal operations while supporting judicial Deputy Marshal processes.
- Monitors and coordinates case processing to ensure the most effective and efficient handling of cases.
- Confers with court judges regarding proposed legislation, policies and administrative programs and procedures; prepares agenda items and makes presentations to the Board of Commissioners.
- Oversees the maintenance of accurate records, including the automation of the calendaring and record keeping systems; maintains accurate financial records; 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.
- Acts as staff and provides technical support to judges, committees and similar justice groups; prepares the governing body agenda and meeting minutes and coordinates the distribution of same.
- Monitors developments and legislation related to court administrative matters, evaluates their impact upon court operations, and initiates necessary operational changes.
- Directs all agency administrative services, such as personnel, purchasing, accounts receivable and payable and facility maintenance and improvements.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a motor vehicle or arranges for transportation to various work sites throughout the Court.

## PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit various court sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Must be able to commute to and from off-site locations to attend meetings and conduct other business. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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### Employer

Clark County

### Address

500 S. Grand Central Pkwy, 3rd Floor  
 PO Box 551791  
 Las Vegas, Nevada, 89155-1791

### Phone

(702)455-4565

### Website

<http://www.clarkcountynv.gov>