



Clark County

DISTRICT COURT LEAVE & BENEFITS COORDINATOR

SALARY	\$30.38 - \$44.84 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	31182D
DEPARTMENT	District Court	OPENING DATE	04/14/2026
CLOSING DATE	4/21/2026 5:01 PM Pacific		

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the District Court Leave & Benefits Coordinator position. This position performs advanced technical and administrative duties in the administration of employee benefits for the District Court to ensure work is completed in compliance with statutory, regulatory and contractual requirements. Positions in this class perform the full range of technical duties associated with the District Court employee benefits programs, may provide lead direction to technical or support staff and may be assigned responsibility for specific projects or audits to ensure that processing and payments are in compliance with federal, state, and plan guidelines. Under the direction of the risk manager, positions in this class are distinguished from that classification by its focus on technical program administration.

This role requires knowledge of employee supervision policies and best practices involving the selection, work process planning and development, employee training, and employee accountability. Other primary responsibilities involve being District Court's primary contact regarding:

- Employee Benefits
- Family Medical Leave Act (FMLA)
- Workers' Compensation
- Patient Protection and Affordable Care Act (PPACA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Health Insurance Portability and Accountability Act (HIPPA)
- Other related employee benefits and types of employee leave options.

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

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.

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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This recruitment is the result of a reclassification.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to an Associate's Degree with major course work in business, public administration, healthcare or a related field, AND four (4) years of full-time experience with employee benefits programs including one (1) year of lead or supervisory experience.

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

- Coordinates, and evaluates a wide range of office operations and administrative support functions through supervisory or lead personnel.
- Monitors compliance, internal controls, and financial operations; coordinates with management to maintain effective compliance and financial managerial control; performs related duties as required.
- Collaborates with the District Court, County departments, and external agencies to align services with unit goals and assists in establishing those objectives.
- Investigates administrative and operational issues, analyzes possible solutions, and implements approved improvements.
- Provides high-level administrative support and coordinates assignments for department leadership, often impacting operations across the Court.
- Oversees and assesses the work of supervisory and support staff; instructs employees on applicable Court policies and procedures.
- Conducts performance evaluations and makes recommendations regarding hiring, disciplinary actions, and other personnel decisions.
- Supports employee growth by coordinating training and professional development opportunities.
- Responds to questions, shares information, and addresses concerns from the public and staff, applying judgment and interpreting policies and procedures as needed.
- Gathers and analyzes data, maintains records, and produces both routine and specialized reports.
- Enhances service delivery by fostering teamwork and recommending and implementing process and policy improvements.
- Ensures compliance with financial and contractual standards; reviews accounting records for accuracy; consults with management on findings and compliance issues; interprets laws and regulations; recommends procedural updates; may assist with training materials; and verifies vendor billing accuracy and proper payment authorization.
- Prepares a variety of correspondence, reports procedures, reports and other written materials.
- Uses standard office equipment, including a computer, in the course of the work.
- May drive a personal or County motor vehicle to attend meetings and visit various work sites.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and capable of traveling to other various work sites or County locations by automobile or other form of ground transportation; 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.

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>