



## Clark County OFFICE SERVICES MANAGER

|                     |                                    |                                 |                              |
|---------------------|------------------------------------|---------------------------------|------------------------------|
| <b>SALARY</b>       | \$64,896.00 - \$95,784.00 Annually | <b>LOCATION</b>                 | Clark County - Las Vegas, NV |
| <b>JOB TYPE</b>     | PERMANENT                          | <b>JOB NUMBER</b>               | 31875D                       |
| <b>DEPARTMENT</b>   | District Court                     | <b>OPENING DATE</b>             | 09/22/2026                   |
| <b>CLOSING DATE</b> | 9/29/2026 5:01 PM Pacific          | <b>MAX NUMBER OF APPLICANTS</b> | 250                          |

---

### ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Office Services Manager position. This position oversees the work of the Court's Alternative Dispute Resolution and Discovery Division, manages and administers office support for staff and diverse activities, and performs a variety of project-based and administrative support functions.

**THIS IS A DEPARTMENTAL PROMOTIONAL 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 District Court Human Resources. District Court Human Resources reserves the right to call only the most qualified applicants to the final hiring interview.

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

This is a non-union position and is excluded from membership in the union.

### MINIMUM REQUIREMENTS

**Education and Experience:** Equivalent to completion of two (2) years of college course work in business, finance, or a field related to the work AND three (3) years of full-time clerical or secretarial experience, one (1) year of which was in a high administrative or supervisory capacity. 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.

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.

**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,** District Court and 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

- Plans, organizes, manages and reviews diverse office and general administrative support activities through subordinate supervisors and/or lead staff.
- Coordinates activities and services with those of other divisions, County departments and governmental agencies to meet the needs, goals and objectives of the unit; assists in setting such goals and objectives.
- Develops and implements procedures for and directs administrative activities such as personnel selection, coordinated records management and storage, word processing, clerical processing and related activities.
- Researches operational and administrative problems, evaluates alternatives, recommends solutions, and implements adopted changes.
- Performs significant administrative support and/or coordinate work for the department head or designated manager, often with department-wide implications.
- Supervises and reviews the work of subordinate supervisory and office support staff; trains staff in specific departmental and unit policies and procedures.
- Evaluates employee performance and effectively recommends employee selection, initial disciplinary action and other personnel activities.
- Provides for the training and development of assigned staff.
- Answers inquiries, provides information and resolves complaints from the public or employees regarding assigned functions and activities, which often requires the use of judgment and the interpretation of policies, rules and procedures.
- Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- May provide a variety of office administrative work.
- May drive a motor vehicle or be required to arrange for appropriate transportation to and from other County location in order to attend off-site meetings and visit other work sites.

## 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. 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>