



FOURTH JUDICIAL DISTRICT COURT - DEPARTMENT I
HONORABLE NANCY PORTER
ELKO COUNTY COURTHOUSE
571 Idaho St., Third Floor
Elko, NV 89801
Phone: (775) 753-4601
Fax: (775) 753-4611

EMPLOYMENT ANNOUNCEMENT

POSITION: Judicial Administrative Assistant

SALARY: Step 1 - \$ 18.9620
Step 2 - \$ 19.5304
Step 3 - \$ 20.1166

APPLICATION DEADLINE: December 19, 2018

The Fourth Judicial District Court, Department I, is seeking qualified candidates for the position of Judicial Administrative Assistant. This individual will assist in operating the JAVS recording system, preparation of court files and orders, with an emphasis on accurate document preparation. Knowledge of WordPerfect and Microsoft Word required. Must be detail-oriented and self-motivated with strong organizational skills. Law office or legal experience helpful. Legal terminology and strong command of English language is essential. Appropriate professional attire required. Compliance with departmental policies and Canons of Judicial Ethics are strictly enforced. *Testing will be required.*

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at www.elkocountynv.net.

Submit a resume, references, and completed application in person, by postal service, e-mail, or fax to:

District Court
c/o Nancy Porter, District Judge
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 753-4601 phone
(775) 756-4611 fax
fourjdc1@elkocountynv.net

The 4th Judicial District Court and Elko County are Equal Opportunity Providers and Employers.

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

FOURTH JUDICIAL DISTRICT COURT – DEPT. 1
NANCY PORTER, DISTRICT JUDGE

JOB DESCRIPTION: **JUDICIAL ADMINISTRATIVE ASSISTANT**

JOB CODE: 19902

DEFINITION:

Under the direction of the District Court Judge, this position acts as Administrative Assistant to the District Court Judge. As an employee of the Fourth Judicial District Court, serves at the will and pleasure of the District Judge, Department 1. _____ (*Initial*)

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the District Court Judge. The Judicial Administrator may assign work to this employee and may provide supervision of this employee under the direction of the District Court Judge.

EXAMPLES OF DUTIES:

Duties may include, **but are not limited to**, the following:

- A. Politely and professionally answer the telephone (preferably within 2 rings). Screen the calls before re-routing to appropriate recipient. Take clear, concise, and accurate telephone messages.
- B. Politely and professionally greet those arriving at the office, or calling on the telephone, and attempt to provide them the requested service and/or answer questions without offering legal advice.
- C. Assist in managing a complex and constantly changing District Court calendar.
- D. Assure that the Jury Commissioner will draw a panel of prospective jurors approximately two weeks before a jury trial (i.e. prepare pre-trial orders).
- E. Prepare files for court hearings.
- F. Accurately and timely prepare orders from court hearings, and as necessary and requested.
- G. Responsible for the accurate audio/visual recording of hearings.
- H. Take accurate notes from, and during, hearings.
- I. Prepare copies of recorded hearings upon request to appropriate parties.
- J. Directly, or indirectly, make inquiries to other appropriate offices on behalf of the Judge, or Judicial Administrator as requested.
- K. Prepare orders based upon sample documents.
- L. Maintain confidentiality concerning court cases.
- M. Complete in an accurate and timely manner other tasks assigned by the Judge or Judicial Administrator.
- N. Maintain an example of decorum both in physical appearance and dress as well as attitude.
- O. Comply with Elko County policies and department procedures.
- P. Accurately complete work assignments in a timely manner.
- Q. Advise Judicial Administrator of project/work status.
- R. Assist as needed with filing, runs to the clerk's office, etc.
- S. Communicate tactfully, both orally and in writing, with co-workers and the general public.
- T. Listen carefully and respond appropriately.
- U. Administration of drug tests, on occasion, to persons appearing before the Court.
- V. Tracking and collection of fine/fee payments of defendants not placed on

- probation, but ordered to pay fines and/or fees.
- W. If needed, assist with preparing, and submitting, payment of accounts payable.
- X. Prepare orders or other documents as written by the Judge.
- Y. Proofread orders produced by staff.
- Z. Other duties as assigned.

QUALIFICATIONS:

Legal secretarial/law office experience preferred.

KNOWLEDGE OF:

- A. Legal terminology
- B. WordPerfect
- C. Word
- D. Excel

ABILITY TO:

- A. Operate a personal computer and printer, including software and hardware problems normally associated with their operation.
- B. Operate JAVS recording equipment, including oversight of archived recordings.
- C. Assist with managing the court calendar.
- D. Write and comprehend complex legal documents.
- E. Transcribe dictation using dictation equipment.
- F. Use phone systems efficiently.
- G. Answer incoming telephone calls on a multi-line phones.
- H. Type with speed and accuracy at a rate of at least 80 words per minute.
- I. Make decisions recognizing precedents and practices in order to ensure that all persons are treated equally by the District Court.
- J. Adhere to state ethics rules for judicial employees.
- K. Be motivated and a self-starter.

EXPERIENCE AND EDUCATION:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required skills and abilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk, or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and or move up to 15 pounds. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee will be expected, at times, to be able to transport numerous amounts of files back and forth between chambers and the clerk's office, which is located in an adjacent building.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, although the employee will be required to perform job duties while court is in session.