



FOURTH JUDICIAL DISTRICT COURT - DEPARTMENT II
HONORABLE ALVIN R. (AL) KACIN
ELKO COUNTY COURTHOUSE
571 Idaho St., Third Floor
Elko, NV 89801
Phone: (775) 753-4602
Fax: (775) 753-3762

EMPLOYMENT ANNOUNCEMENT

POSITION: Judicial Administrative Assistant

SALARY: Step 1 - \$ 23.2467
Step 2 - \$ 23.9439
Step 3 - \$ 24.6618

APPLICATION DEADLINE: April 30, 2018

The 4th Judicial District Court, Department II is accepting applications for the position of Judicial Administrative Assistant. This position provides a variety of complex, confidential, and highly responsible administrative support services to the District Court Judge. The position requires strong administrative skills. Must be a self-starter and excel at multi-tasking. Must have the ability to prioritize and complete work assignments independently. The successful candidate must pass a criminal background check.

- 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 cover letter, resume, and completed application in person, by postal service, e-mail, or fax to:

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax
employment@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.



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DISTRICT COURT JUDICIAL ADMINISTRATIVE ASSISTANT

DEPARTMENT II

JOB CODE: 19907

DEFINITION:

Under the direction of the District Court Judge, this individual serves as the Judicial Assistant for Department II of the Fourth Judicial District Court.

SUPERVISION RECEIVED AND EXERCISED:

Serves at the will, discretion, and under the direct supervision of the Department II District Court Judge.

EXAMPLES OF DUTIES:

The following duties are typical for this position. Incumbents may be required to perform additional or different duties from those set forth below to address court needs and changing court practices.

- Manage a complex and constantly-changing District Court calendar, making calendar entries to the AS400 and/or JustWare case management systems, and to the Outlook calendar maintained by the department.
- Prepare weekly court calendars for distribution to county departments & local agencies.
- Ensure that the necessary county departments and local agencies are aware of any changes to the court calendar as it affects their department.
- Pull District Court files maintained by the Elko County Clerk's Office as required for court hearings.
- Monitor telephonic appearances through CourtCall and, when necessary, assist in the scheduling of CourtCall appearances for in-custody and/or indigent litigants, which (on occasion) requires telephonic interaction with the Nevada Department of Corrections.
- Interact with city, county and state agencies on behalf of the District Judge for the purpose of making inquiries, and/or scheduling meetings.
- Submit requests to the Nevada Supreme Court to assign a senior judge to cases when needed to conduct a mediation or settlement conference, or when additional coverage is required for the District Court Judge.
- Provide support services to senior judges assigned to Elko County cases, when necessary.
- Coordinate conference calls with attorneys, district attorney, attorney general, public defender, State of Nevada Division of Parole and Probation, as needed for the purpose of scheduling court hearings before the District Court Judge.
- Prepare claims on behalf of the department and submit to the appropriate County fiscal officer for payment in a timely manner.

- Assist in the preparation of the office budget and attend the Court's budget meeting with District Judge.
- Prepare pleadings based upon a form-based document, i.e. *orders to appear on probation violations; orders reinstating and revoking probation; bench warrants; NRS 458 and 453 diversion orders; criminal pretrial orders, civil pretrial orders; civil bench trial orders*, which are to be prepared accurately and in a timely manner. In addition, file pleadings with the Elko County Clerk's Office and serve appropriate attorney and agency, accordingly.
- Create form-based documents when necessary, and any other legal pleading as dictated by the District Judge.
- Communicate tactfully, both orally and in writing, with co-workers and the general public.
- Arrange for maintenance, repair and purchase of equipment; order office supplies; stock department jury room when needed for jury trials, and ensure proper maintenance of required materials.
- Comply with Elko County Policies and department procedures.
- Maintain an example of decorum both in physical appearance and dress.
- Represent the Court with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- High School Diploma required.
- Legal secretary certificate or diploma preferred.
- Must have three years legal secretarial experience, and/or equivalent experience working in the court system.

Required Knowledge and Skills:

Knowledge of:

- Policies, procedures, and regulations related to court operations.
- Fourth Judicial District Court Rules of Practice.
- Legal office terminology, processes, procedures and the format for legal documents.
- Correct business English, including spelling, grammar and punctuation.
- Operation of a personal computer and Xerox Multifunction Printer with ability to trouble-shoot problems associated with their operation.
- Microsoft Word, WordPerfect, Outlook & Excel.
- AS400 and JustWare case management systems.

Skills in:

- Techniques for dealing with the public, in person and over the telephone, often times concerning difficult situations.
- Understanding, applying and explaining court and legal processes and procedures.
- Organizing, prioritizing and coordinating work activities and meeting critical deadlines.

- Establishing and maintaining effective working relationships with those contacted in the course of a work day.
- Contributing effectively to the accomplishment of the Court's objectives, activities, and goals.

Ability to:

- Manage the court calendar.
- Ability to read and write the English language well.
- Create a legal document as dictated or written by the District Judge.
- Read and interpret a court file.
- Use phone system efficiently.
- Answer incoming telephone calls.
- Type with speed and accuracy at a rate of at least 80 words per minute.
- Adhere to the Model Code of Conduct for Judicial Employees of the State of Nevada.
- Must be a detail oriented individual that is motivated and a self-starter.
- Maintain confidentiality.

LICENSES OR CERTIFICATES:

- Must possess and maintain a valid Nevada Driver's license as a condition of employment.

OTHER REQUIREMENTS:

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. Strength, dexterity, and coordination to use computers for prolonged periods. Cognitive ability to operate a computer using word processing. Strength and stamina to bend, stoop, sit, or stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to interact professionally, communicate effectively, and exchange information accurately. Ability to appropriately handle stress and interact with others, including supervisors, co-workers, clients and customers. Regular and consistent punctuality and attendance. Light lifting (up to 20 pounds) is occasionally required.

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.