

Position opens: May 16, 2017

4th Judicial District Court – Department II Employment Opportunity Announcement

POSITION: Juvenile Probation Office Manager

SALARY: Step 1 - \$22.9245
Step 2 - \$23.6122
Step 3 - \$24.3207

APPLICATION DEADLINE: May 26, 2017
Grade 508/19147

The 4th Judicial District Court, Department II is seeking qualified candidates for the position of Juvenile Probation Office Manager. The position is responsible for managing the office and providing executive level assistance to the probation officers, including assistance with legal documents. Responsible for the supervision of non-law enforcement personnel in the probation division and the data collection for federal, state, and local programs. At least two years' supervisor or management experience preferred. Experience with JustWare or similar case management software preferred. Position is typically scheduled to work 4 – 10 hour days.

Must have a valid Nevada Driver's License. Successful candidate must pass a background check and pre-employment drug and alcohol screening.

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

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

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

**The 4th Judicial District Court and Elko County are an
Equal Opportunity Provider and Employer.**

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
Department 2 – Juvenile Division
665 West Silver Street
Elko, Nevada 89801
Phone (775) 753-4603
Fax (775) 777-3533

JOB DESCRIPTION: JUVENILE PROBATION OFFICE MANAGER
JOB CODE: 19147
FLSA STATUS: NON – EXEMPT – GRADE 508

DESCRIPTION:

The Juvenile Probation Office Manager is responsible for managing the office and providing executive level assistance to the probation officers, including assistance with legal documents. Responsible for the supervision of non-law enforcement personnel in the probation division and the data collection for federal, state, and local programs.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Chief Juvenile Probation Officer and/or the Assistant Chief Juvenile Probation Officer.

EXAMPLES OF RESPONSIBILITIES/DUTIES:

The following responsibilities/duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to discharge additional/different duties from those set forth below to address needs and changes in best practices in juvenile justice.

- Supervises non-law enforcement staff, including assisting in staff selection; assigns and reviews work; provides training in proper work methods and techniques; conducts performance evaluations; implements discipline and conflict resolution procedures when necessary.
- Performs clerical support services, including but not limited to, drafting correspondence, scheduling appointments, ordering supplies, maintaining official files/records and implementing new office procedures to support efficient operations in the area of assignment.
- Handles inquiries on the telephone and in person; answers questions and provides information regarding procedures and functions of assigned area; resolves complaints and/or refers callers to appropriate sources as necessary.
- Updates records; monitors and verifies budget accounts; compiles and retrieves data, produces spreadsheets and reports for staff by using software options and applications to generate customized data and information.
- Background inspection of Records Requests

- Enter and maintain all case files for juveniles.
- Update filed petitions and process summons.
- Enter all dispositions and court orders.

QUALIFICATIONS:

KNOWLEDGE OF:

- Organization policies and procedures;
- Management information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Office management principles and practices;
- Laws, statutes, codes, regulations, and standards pertaining to the area of assignment;
- Legal procedures and practices involved in composing, processing, and filing a variety of legal documents.
- Court systems, legal procedures, and related rules.
- Principles and practices of supervision;
- Techniques of record-keeping and reporting;
- Alphabetical and subject matter filing systems;
- Telephone techniques; and
- Correct English usage including grammar, punctuation, and vocabulary.

ABILITY TO:

- Train staff in work methods, procedures, and operations of software programs used in the assigned areas;
- Select, supervise, and evaluate the performance of assigned staff;
- Analyze situations and determine the appropriate course of action.
- Access and operate organization computer equipment and software;

- Plan, organize, and review the work of clerical staff;
- Interpret and apply pertinent laws, regulations, and standards, including administrative and departmental policies and procedures;
- Plan and organize work to meet schedules and timelines;
- Verify the accuracy and completeness of documents, data, and information;
- Perform accurate mathematical calculations;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently;
- Communicate orally in a clear, concise manner;
- Deal with the general public in difficult situations, listening and authoritatively, but tactfully explain policies and procedures as they apply to Juvenile Court.

EXPERIENCE AND EDUCATION:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Possession of a high school diploma or equivalent, plus four years of progressively responsible office experience which frequently entailed the use of a computer to prepare complex narrative and/or statistical or financial documents, two years of which involved supervision or management of staff.

Experience using a case management software such as JustWare or similar software preferred.

LICENSE OR CERTIFICATE:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Valid Nevada Driver's license

OTHER REQUIREMENTS:

- Candidates will be required to submit to a law enforcement background investigation.
- Candidates must be willing to work irregular shifts, weekends, and holidays.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and 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 manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Will deal with difficult, stressful situations.