

Position opens: August 1, 2018

Elko County Human Services Employment Opportunity Announcement

POSITION: Caseworker II
Public Defender's Office

SALARY: Step 1 - \$ 20.3083
Step 2 - \$ 20.9177
Step 3 - \$ 21.5447

APPLICATION DEADLINE: Position will remain open until filled. First application review will be conducted the week of August 17.

This position supports a full range of legal secretarial and paralegal duties, including consulting and assisting attorneys with case preparation, investigation and research in a fast paced environment. Manages statutory judicial filing deadlines and ensures court pleadings, and all correspondence are reviewed and filed properly. Knowledge of Nevada criminal procedure is preferred. Strong communication skills, with an emphasis on accuracy and attention to detail with the ability to meet deadlines is required. Successful candidate will be required to pass a fingerprint based 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.

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

Elko County is 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.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

**Job Code: 19118
Date Est.:
Last Rev.: 08/2018
FLSA: Non-exempt
Probation: 6 Months**

CASEWORKER II – PUBLIC DEFENDER

DEFINITION

Legal secretary position which assists attorneys in the preparation of criminal cases for defense by the Public Defender.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Office Manager and Public Defender.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare files for court, including typing and filing court documents, obtaining correct affidavits, mailing certified documents and monitoring time limitation on the file.
- Transcribe memorandums, letters, and a variety of legal documents.
- File necessary documents.
- Make and confirm travel reservations for witnesses and calculate amount of compensation checks to be present upon their arrival.
- Monitor statutory time limits.
- Work other legal secretary's caseloads in the event of their absence.
- Review criminal files to insure that all necessary witnesses and evidence are in court at the time of the preliminary hearing or trial.
- Prepare out-of-state witness, process for uncooperative, essential witnesses for felony and gross misdemeanor proceedings.
- Answer telephone.
- Maintain master calendar and separate calendars for all attorneys.

- Comply with Elko County Policies and Department Procedures.
- Accurately completes work assignments on a timely basis.
- Advises supervisor of project / work status.
- Communicates tactfully, both orally and in writing, with co-workers, clients and the general public.
- Listens carefully and responds appropriately.
- Regular and punctual attendance is required.

QUALIFICATIONS

KNOWLEDGE OF:

- Nevada criminal law and how the criminal justice system works.
- Juvenile dependency and juvenile delinquency cases.
- Related outside agencies.

ABILITY TO:

- Operate word processing equipment efficiently and with speed.
- Communicate to clients how the criminal procedure will progress and establish a good rapport with them.
- Operate a variety of office equipment in order to complete all assignments.
- Compose clear, concise and grammatically correct letters and memorandums to attorneys and clients regarding criminal cases.
- Read and understand written policy and procedure manual, Nevada Revised Statutes.
- Interpret legal documents and determine how they apply to various cases.
- Work under pressure on a daily basis; completing documents in the time frame allowed while maintaining work effectiveness.
- Effectively handle emergency situations within the office.

EXPERIENCE AND EDUCATION

- To qualify for this classification, an individual must possess any combination of

experience and education that would likely produce the required knowledge and abilities.

LICENSES OR CERTIFICATES

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

- Valid Nevada driver's license.

MACHINES / TOOLS / EQUIPMENT

- Personal computer and printer
- Telephone system
- Copy machine

OTHER REQUIREMENTS

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.

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.