



JOB DESCRIPTION

JOB TITLE:	Deputy District Court Administrator	FLSA:	Exempt
DEPARTMENT:	District Court	GRADE:	M2
REPORTS TO:	District Court Administrator	DATE:	2/4/2021

SUMMARY OF JOB PURPOSE:

Assists the Court Administrator with managing all administrative services required for the effective function of the District Court; manages special projects; serves as the Court's compliance coordinator and is responsible for ensuring compliance with fiscal, administrative, and/or audit requirements.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; participates in the recruitment and selection of staff; recommends and/or undertakes performance management and disciplinary action; schedules staff to ensure proper operational coverage.
- Assists with development and implementation of goals, objectives, policies, procedures, and work standards for the administrative operations of the Court; analyzes information, evaluates alternatives, and makes recommendations on matters of significance.
- Ensures efficient processing of Court cases; oversees and assists with the intake, management, and retention of case information and records; oversees and assists with communication to litigants, attorneys, judges, and other stakeholders.
- Manages and coordinates specialized court projects or workflows, including, without limitation, jury operations, indigent litigant programs, guardianship case management, probate case management, UCCJA reporting, and other assigned projects or workflows.
- Ensures compliance with administrative requirements imposed by the Supreme Court or by applicable law; conducts research and analysis regarding the requirements and action needed for compliance therewith; obtains required information; prepares ledgers, spreadsheets, reports, and other documents as needed to establish compliance; serves as the Court's liaison to auditors and ensures the Court successfully completes its audits.
- Maintains fiscal oversight; manages the Court's trust accounts; reviews and approves expenditures to ensure compliance with budgetary, policy, and legal guidelines and/or requirements; assists with the preparation and administration of the Court's budget.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



DEPUTY DISTRICT COURT ADMINISTRATOR

ESSENTIAL FUNCTIONS (continued):

- Answers inquiries, provides information and resolves complaints from judges, attorneys, other agencies, and the public regarding assigned functions and activities, which often requires the use of judgment and the interpretation of policies, rules and procedures.
- Performs duties of District Court Clerk as required.
- Contributes to the efficiency and effectiveness of the Court's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents 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 listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in business administration, or a related field; AND five (5) years of legal operations support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Legal office management practices and procedures, including records management and the operation of standard office equipment.
- Applicable laws, codes and regulations.
- Audit requirements of the Court.
- Specified computer applications including applications used in court system environment.
- Basic budgetary practices and terminology.
- Policies, procedures, rules and regulations related to court operations.
- Correct business English, including spelling, grammar and punctuation.
- Legal office terminology, processes, procedures and the format for legal documents.
- Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.



DEPUTY DISTRICT COURT ADMINISTRATOR

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Understanding, applying and explaining court and legal processes and procedures.
- Preparing clear and concise reports, policies, procedures, compiling and summarizing information and preparing periodic or special reports, correspondence and other written materials.
- Carrying assigned projects or tasks through, from data gathering to completion.
- Analyzing and resolving varied legal office administrative problems.
- Establishing, researching and maintaining legal office files.
- Organizing, prioritizing and coordinating work activities and meeting critical deadlines.
- Using initiative to work autonomously without close supervision; using good judgment and exercising independent discretion on important matters.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

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

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.