



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<u>Court Specialist II-Lead Court Specialist</u>	<b>FSLA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Municipal Court	<b>GRADE:</b>	606
<b>REPORTS TO:</b>	Municipal Judge/Court Administrator	<b>DATE:</b>	<u>April 4, 2019 December 1, 2021</u>

### DEFINITION:

Under general supervision of the Court Administrator, performs a wide variety of specialized clerical, technical and administrative duties in support of the Fernley Municipal Court operations and services including public service counter, telephones, records management, data entry, cash handling, sentence compliance and courtroom support. Provide lead direction and training for other court support staff, as assigned.

### DISTINGUISHING CHARACTERISTICS:

#### Lead Court Specialist

This is the advanced, specialized support, and lead level of the Court Specialist series. The duties are assigned are in addition to the duties assigned to a Court Specialist I. This level is used for the position that is assigned the responsibilities of reviewing, auditing and monitoring work product for completion, accuracy, and productivity in accordance with established performance expectations and time requirements. The level is responsible for distributing and assigning incoming work load and providing direction and guidance to Court Specialists Trainee and Court Specialist I. This class is distinguished from the Court Specialist Trainee and Court Specialist I in that these two classes do not have lead responsibilities. This is not a supervisory class.

### DEFINITION:

Under general supervision of the Court Administrator, performs a wide variety of specialized clerical, technical and administrative duties in support of the Fernley Municipal Court operations and services including public service counter, telephones, records management, data entry, cash handling, sentence compliance and courtroom support.

### DISTINGUISHING CHARACTERISTICS:

#### Court Specialist II

This is the senior class within the Court Specialist series performing the full range of specialized clerical, technical, and administrative duties in support of Court operations. Employees at this level are distinguished from the Court Specialist I level by the performance of the full range of duties as assigned, working independently, applying well-developed knowledge of Court operations, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and assist Court Specialist Trainees and Court Specialist II's in learning job tasks.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)*

1. Provides difficult, complex, technical, specialized and detailed office support duties adhering to legal codes and court procedures.
2. Review, audit and monitor work product of Court Specialist Trainee and Court Specialist I for completion, accuracy, and productivity in accordance with established performance expectations and time requirements
- 1.3. Distribute and assign incoming work load and provide direction and guidance to Court Specialists Trainee and Court Specialist I.
- 2.4. Provide assistance to the public regarding their court cases, court process and procedures and/or other court requirements. Staff the public service counter and answer telephone calls. Provide information to the public regarding case bail, court procedures,

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~~appearance dates; rules and procedures for court filings or other court requirements. provide assistance and answer inquiries; make and certify copies of court documents and assist the public in filling out various forms.~~

~~3-5.~~ Perform a variety of cashiering duties; receive and receipt money, post payments, bail, and bonds; count, verify, record and prepare reports on daily cash receipts; post to computerized cash ledgers. Establish payment plans with defendants.

~~4-6.~~ Process appropriate court documents and build and maintain accurate court files. Receive, stamp, file and process a variety of court documents; keep records, assemble file folders and maintain accurate court files; purge files as required. Update case file to reflect receipt of filed documents and compliance reports. Process and distribute relay and mail.

~~5.~~ Review court documents for completeness, adequacy, and accuracy; determine processing required and take necessary action in accordance with court policy and procedure. Refer difficult matters to superiors.

~~6-7.~~ Prepare case files; organize files and prepare case labels. Assemble documents in prescribed order for case records; file documents and case files using chronological, alphabetical, or numerical filing system.

~~7-8.~~ Processes and prepares legal documentation for bond forfeitures, traffic citations, criminal and civil cases, calendar court dates, prepare, process and clear warrants; reschedule hearings; process and return bail upon court ordered and any and all other necessary court processes. Prepares and reviews case documents for use by the Judge during court session.

~~8.~~ ~~Process traffic citations, criminal and civil cases; calendar court dates; prepare, process and clear warrants; reschedule hearings according to policy; disburse paperwork and any other resources necessary to assist with completing court orders.~~

9. Compile, prepare and organize documents for service. File and track returns of service on court documents.
10. Process notices and clearances to the Department of Motor Vehicles (DMV) and complies with DMV regulations. Audits DMV convictions.
11. Prepare, audit, compile, and distribute court calendars. ~~Responsible for preparing case file reviews prior to court hearings.~~
12. Perform as clerk in the courtroom; administer oaths, accurately enter court minutes, orders and dispositions into case management system; ensure judgment of convictions are accurate and complete per court orders. Maintain exhibits after court proceedings.
13. Performs monthly and annual archiving of case files and documents according to Nevada Revised Statutes and Minimum Records Retention Schedule; ensures all files are complete and accurate prior to archiving and destroying.
14. Responsible for case management activities related to monitoring of a criminal defendant pending adjudication of his/her case to ensure compliance with court order(s), financial obligations, court dates and other related program conditions including documenting each defendant's progress or lack thereof in completing program compliance and follows established procedures for dealing with noncompliance violations including requesting warrants.
- ~~15. Correspond with defendants by phone and mail to resolve compliance issues. prepare court compliance reports and request warrants on non-compliant defendants.~~
- ~~16. Responsible for coordinating placement and monitoring defendants treatment programs for substance abuse, mental health, domestic violence and related treatment programs as ordered by the court.~~
- ~~17. Update legislative material.~~
- ~~18. 15. Follow NCJIS rules and responsibilities within the Fernley Municipal Court and provide services in that capacity.:~~
  - ~~a. May serve as court's ATAC (Assistant Terminal Agency Coordinator).~~
  - ~~b. Performs inquiries and criminal history checks for court through NCIC/NCJIS systems; collects statistical data for reports; updates and ensures the accuracy of database.~~
  - ~~c. Adheres to NCIC/NCJIS administrative and security requirements, system sanctions, criminal history dissemination, etc., as required.~~
  - ~~d. Prepares and maintains required documentation for state and federal audits.~~
  - ~~e. Enters, modifies, clears, maintains and validates department warrants; coordinates efforts with other agencies; maintains statistics on warrants and extraditions.~~
  - ~~f. CJIS System Teletype Monitoring: Appropriately handles all messages received via CJIS systems to include research, routing, and re-que, of AM and other messages. Manages all messages on a priority basis~~
- ~~19. Serves as Pretrial Services Officer and provide necessary services within that capacity, and includes the following responsibilities:~~
  - ~~a. Verifies background information including, but not limited to: residence, employment, and criminal history.~~
  - ~~b. Review flight risk probability by investigating defendant's ties to the community and relationships with others outside the jurisdiction.~~
  - ~~c. Reviews release requirements with defendant, third party custodians and family members to assure full understanding of the conditions and obligations of release and the consequences of non-compliance with those conditions.~~
  - ~~d. Supervises released offenders in accordance with the conditions set forth by the Court; documents each defendant's progress or lack thereof in completing program requirements and follows established local procedures for dealing with noncompliance violations and serious incidents.~~
  - ~~e. Responsible for overall case management of assigned defendants in compliance with all established local and state policies and procedures.~~
  - ~~f. Prepares written progress reports and assessments of defendants as required.~~

- ~~g. Ensures compliance with applicable state and federal requirements for privacy, confidentiality, security, collection, storage and dissemination of criminal history, correctional status, substance abuse and medical history information.~~
- ~~h. Maintains both paper and computer case files and record keeping systems in accordance with Court requirements procedures.~~
- ~~— Prepares a variety of documents, forms and reports including Own Recognizance release documents and/or Report of Violation and court reports.~~
- ~~i. Create/modify training program and provide training of Municipal Court processes and procedures for Court Specialist Trainee and Court Specialist I.~~
- ~~20. Assist Court Administrator as directed.~~
- 24-16. Perform related duties and responsibilities as required and other duties which may be assigned.

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#### QUALIFICATIONS FOR EMPLOYMENT:

##### **Knowledge of:** (In addition to the qualifications for Court Specialist I)

- Functions, policies and procedures of the Fernley Municipal Court.
- Business processes of the Fernley Municipal Court.
- Pertinent codes, statutes, and regulations governing Municipal Court operations.
- Pertinent legal procedures of court calendar preparation and maintenance.
- Principles and procedures of court calendar preparation and maintenance.
- Operating characteristics of information systems and other computer software programs utilized by the Court.
- Legal terminology.
- Community resources, treatment and placement options.
- Methods and techniques of basic case management.

##### **Ability to:**

- Independently perform a wide variety of specialized clerical, technical, and administrative duties in support of the Municipal Court operations and services including in the areas of records management, data entry, sentence compliance, public service counter, courtroom support.
- Understand the organization, operations, and services of the Court and of outside agencies as necessary to assume assigned responsibilities.
- Understand, and interpret the functions; policies and procedures of the Fernley Municipal Court.
- Understand, interpret and apply the pertinent codes statutes, and regulations governing Municipal Court operations.
- Organize and prioritize work assignments.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

**MINIMUM QUALIFICATIONS: Experience and Training:** *Any combination of training, education experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

#### EDUCATION, TRAINING, AND WORK EXPERIENCE

##### **Court Specialist II**

High School Diploma or equivalent; two (2) years responsible office experience performing a broad range of duties; one (1) year experience as a Court Specialist II or position equivalent to that of a Court Specialist II and one (1) year of courtroom clerical experience.

#### SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATES:

Candidates will be required to submit to a background investigation. Failure to pass background will result in removal from the position.

Candidates must obtain applicable level of NCIC/NCJIS certification and/or training within 12 months of hire and maintain proficiency as required.

Candidates must have the ability to type at a rate of 45 net words per minute from printed copy.

Candidates must adhere to the Model Code of Conduct for Judicial Employees in the State of Nevada. The Model Code of Conduct protects and promotes the independence and impartiality of the judicial branch of government.

**WORKING ENVIRONMENT:**

Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with upset and potentially angry and frustrates individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

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

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully performed the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of papers, reference and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust function.

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

**Employee's Acknowledgement:** I acknowledge that I have read and understand the above job description and received a copy for my records.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date