



JOB DESCRIPTION

JOB TITLE:	Lead Court Specialist	FSLA:	Non-Exempt
DEPARTMENT:	Municipal Court	GRADE:	606
REPORTS TO:	Municipal Judge/Court Administrator	DATE:	December 1,2021

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 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 Specialist 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.

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
3. Distribute and assign incoming work load and provide direction and guidance to Court Specialists Trainee and Court Specialist I.
4. Provide assistance to the public regarding their court cases, court process and procedures and/or other court requirements.
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.
6. Process appropriate court documents and build and maintain accurate court files.
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.
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.

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.
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. Follow NCJIS rules and responsibilities within the Fernley Municipal Court and provide services in that capacity.
16. Perform related duties and responsibilities as required and other duties which may be assigned.

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 statues, 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.

Employees Signature

Date