

EMPLOYMENT OPPORTUNITY

The Community

Clark County is the most populous of Nevada's 17 counties with more than two million residents and 70 percent of the state's population. Clark County provides regional services for its residents and 43 million tourists a year (2007) and occupies an area (8,012 square miles) larger than New Jersey. Clark County government takes a leadership role in protecting the quality of our air through its Air Quality and Environmental Management Department and water through the Las Vegas Valley Water District. The County also operates McCarran and other airports, Southern Nevada's only public hospital (University Medical Center), social services, community planning and the court system. Further, the County plays a key role in promoting tourism, transportation, public health and flood control.

While Clark County is home to the fabulous "Las Vegas Strip," and a world-famous tourist destination, it also boasts a high quality of life to its residents with opportunities for low tax rates, a wonderful business climate, dynamic job growth, great weather, and a variety of recreational venues. Clark County is comprised of a diverse blend of urban and rural neighborhoods with excellent school and university systems, outstanding shopping, world famous dining, and leisure programs for citizens of all ages.

Las Vegas Justice Court

The Las Vegas Township Justice Court serves as the limited jurisdiction court for urban Clark County, comprising the Las Vegas Strip and the unincorporated areas of Las Vegas, excluding the cities of Las Vegas, North Las Vegas and Henderson. With 12 Justice of the Peace seats and approximately 230 full and part-time employees, Las Vegas Justice Court has the largest caseload in the State of Nevada. This Court has jurisdiction over felony arraignments, preliminary hearings, misdemeanor trials, civil cases (up to \$10,000), small claims (up to \$5,000), landlord-tenant matters, and traffic citations. Approximately 53,000 criminal cases were filed in Las Vegas Justice Court in 2007.

The Position - Justice Court Operations Supervisor (Criminal Division)

This is an exempt position and any rules or procedures governing the competitive process do not apply.

Acting under the direction of Court Executive Officer and the Las Vegas Justice Court Chief Judge and associate judges and consistent with the law and rules of court, the Criminal Division Justice Court Operations Supervisor is responsible for the programmatic oversight of various court operations within Justice Court through subordinate supervision. In addition to planning, organizing, supervising and reviewing the work of subordinate staff, this position has responsibility for specified administrative and managerial functions such as developing and implementing operational processes, policies and procedures, identifying and resolving operational problems and ensuring the overall efficiency and effectiveness of assigned operations. The Criminal Division program areas include Calendaring, Pretrial Services, Data Entry, Traffic, Front Counter Customer Service, Compliance Unit, Clerk Services, Records and Training.

Expectations

The selected candidate must understand the 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; principles and practices of public administration; applicable laws, codes and regulations; knowledge of specified computer applications including applications used in a court system environment, basic budgetary practices and terminology; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; Principles and techniques of making effective oral presentations.

Education and Experience

Bachelor's Degree in Political Science, Criminal Justice, Business or Public Administration or a field related to the work AND three (3) years of experience in a legal or criminal justice setting, (2) of which must have been in a supervisory capacity. Possession of an advanced degree in appropriate field is desirable. Experience in a field related to the work may be substituted for the degree on a year-for-year basis to a maximum of two (2) years.

Compensation and Benefits

The salary range for the position of Justice Court Operations Supervisor is \$62,441.60 - \$96,803.20 annually. Placement within the range will be based on the candidate's qualifications and experience. Clark County offers a comprehensive benefits package that includes:

- Comprehensive Group Health Insurance Plan
- Service Connected Disability Insurance
- Long Term Disability Insurance
- Deferred Compensation
- Vacation
- Sick Leave
- Paid Holidays
- Employer-Paid Retirement
- Credit Union Eligibility
- No State income tax

How to Apply

Send Resume by end of business on March 17, 2009 to:

**CLARK COUNTY COURTS ADMINISTRATION
HUMAN RESOURCES DIVISION**

200 Lewis Avenue
Las Vegas, NV 89155-1791
Telephone: (702) 671-4559
Facsimile: (702) 671-4560
Email: CourtAdministrationHR@clarkcountycourts.us

Your resume should include your professional experience in working with criminal procedures and experience working as a supervisor and/or lead person in a court or legal setting and your knowledge of specified computer applications including applications used in a court system environment.

Please include three (3) professional references. References will not be contacted until mutual interest has been established.

**Additional information about the Clark County Courts can be found at:
www.clarkcountycourts.us**