



Clark County
LEGAL OFFICE SERVICES SUPERVISOR

SALARY	\$25.29 - \$39.16 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	23429
DEPARTMENT	District Court	OPENING DATE	07/16/2024
CLOSING DATE	7/30/2024 5:01 PM Pacific		

ABOUT THE POSITION

Eighth Judicial District Court is seeking qualified applicants to apply for the Legal Office Services Supervisor position. This position plans, assigns, supervises, reviews, and evaluates the work of legal office support staff and activities in a court or legal office setting; provides difficult or specialized legal office support to various court operations.

This examination will establish an Open Competitive Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by Human Resources.

Human Resources reserves the right to call only the most qualified applicants to the selection process.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

Some positions may be confidential positions and are excluded from membership in the union.

Some positions may be non-union positions and are excluded from membership in the union.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school AND five (5) years of full-time experience in providing office assistance to a court or legal office. Prior lead or supervisory experience is required. Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis up to one (1) year.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Background Investigation: Employment is contingent upon successful completion of a background investigation.

Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent on the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Plans, organizes, assigns, supervises, and reviews the work of assigned legal and general office support staff. Recommends selection of staff; trains assigned staff in general and legal office procedures and specific departmental and unit policies and procedures. Evaluates employee performance and effectively recommend employee selection, initial disciplinary action, and other personnel actions. Determines work schedules and authorizes leaves, ensuring the effective, efficient, and timely completion of all work. Answers inquiries, provide information and resolves complaints from clients, the public or County employees regarding the function and activities of the work unit that may require the use of judgment and the interpretation of policies, rules, and procedures. Recommends to the court "own recognizance" releases, bail amounts and coordinates the supervision of releases. Develops, recommends, and implements improved operating procedures, forms, and work processes; may assist with the development and administration of the departmental budget. Compiles operational and statistical data and information maintains various records and prepares special and periodic reports. Performs difficult or complex legal office support work and assists with special office projects as assigned. Reads and processes various legal documents such as court calendars, court orders, booking slips, probation reports, criminal records, arrest warrants, referrals, and other legal information for maintaining records. Reviews legal or court documents, arrest or incident records, files, and cases to identify inaccurate, inconsistent, and unclear codes, data, and other information; notifies appropriate staff and may participate in resolving problem situations; checks court and legal documents for proper authorization and obtains missing signatures. Compiles data from multiple sources to complete and process legal forms, documents, and reports in accordance with established procedures. Establishes and maintains office and case files; researches and compiles information from such files; closes and purges files according to established procedures. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures. May plan, assign, supervise and review the work of general office or fiscal support staff involved with duties related to the work such as collecting and processing fines and restitution monies. May perform a variety of office administrative and support assignments.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, strength to lift files weighing up to 25 pounds, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

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(702)455-4565

Website

<http://www.clarkcountynv.gov>