

COURT SERVICES SPECIALIST JOB POSTING

JOB TITLE: Court Services Specialist
DEPARTMENT: Eleventh Judicial District Court
REPORTS TO: Court Administrator
SALARY: \$19 - \$25 per hour DOE
LOCATION: Hawthorne AND Lovelock
JOB TYPE: Full Time Regular OR Part Time Regular
CLOSES: February 12, 2021 at 4:00 p.m. PST

POSITION SUMMARY:

The Eleventh Judicial District Court is actively looking for self-motivated and high-achieving people for the position of Court Services Specialist. The District takes an innovative and proactive approach to supervising individuals on a pretrial release or post sentence supervision. If you want to be a part of a team that achieves results and makes a difference in the community, this may be the career opportunity for you!

Applications are invited for an eligible list for the position of Court Services Specialist for the 11th Judicial District Court. The duties include conferring with offenders, legal representatives, family members and other concerned persons; review documents pertaining to the legal and social history of offender; provide recommendation in regard to conditional release; perform drug testing; and compile statistics and reports in regard to progress of defendants, court appearances, payment of fines, community service, etc.

The person who is hired for this position will receive 100% paid health insurance for employee-only coverage. (Employees may elect dependent coverage, with the employee paying the full dependent premiums.) The District also offers PERS retirement contribution.

This position can be one full time employee who travels between Hawthorne and Lovelock or could be two part time positions with a person in each county.

Applications will be screened and those applicants who successfully pass the initial screening will be contacted to schedule an Oral Interview.

All parties interested in applying shall submit an Application and Resume to Kate Martin at kmartin@11thjudicialdistrictcourt.net.