

RENO JUSTICE COURT

WASHOE COUNTY, NEVADA



DEPUTY CLERK II

Reno Justice Court is seeking qualified candidates to apply for a Deputy Clerk II position. With a bench comprised of six elected judges, Reno Justice Court is the busiest limited jurisdiction court in northern Nevada and the 3rd largest in the state, with more than 35,000 annual filings. Our mission is to promote and preserve the rule of law and protection of rights by providing a fair, independent, and impartial forum for the peaceful resolution of legal conflicts.

Deadline to Apply:	5:00 pm on June 13, 2022
Annual Salary:	\$44,054.40 - \$59,488.00 \$21.18 - \$28.60 hourly
Benefits Package:	Comprehensive benefits package includes vacation and sick leave accrual; medical, dental, vision and life insurance; State of Nevada PERS retirement. Additional insurance and savings plans offered.
Application Requirements:	A complete application packet will include the following: <ul style="list-style-type: none">✓ Reno Justice Court Application✓ Cover Letter✓ Resume✓ 3 Professional References
How to Apply:	Submit complete application packet as a PDF document to Heidi Howden, Court H.R., at RenoJusticeCou rt-HR@washoecounty.gov
Additional Information:	_____ Email: RenoJusticeCourt-HR@washoecounty.gov Phone: (775) 325-6517



Reno Justice Court is an
Equal Opportunity Employer

Position Overview

Performs specialized customer support, clerical and administrative job duties in support of Reno Justice Court. The position requires day to day interaction with the public who appear at Reno Justice Court for scheduled court appearances, court information, and status regarding received court documents.

Experience and Training Requirements

The ideal candidate will have a minimum of two years full time clerical or office support work experience, preferably in a legal or customer service focused setting.

Minimum Qualifications

- High school graduation or an equivalent certification
- Basic knowledge of clerical duties and customer service
- Effective communication skills, both written and verbal
- Excellent computer skills, e.g., Microsoft Office
- Willingness to work in a fast-paced work environment focused on public service
- Ability to organize and prioritize responsibilities assigned by the supervisor and to embrace direction as the court adopts new methodologies, procedures, and policies to deliver improved services to court users.

Preferred Qualifications

- Bachelor's degree from an accredited college or university and one year of experience relevant to the duties of the position, OR an equivalent combination of education and experience.

Required License or Certificate

None.

Examples of Duties

The Deputy Clerk II is the journey level position in the Deputy Clerk series. Duties of the Deputy Clerk II include but are not limited to:

- Respond to inquiries in person and over the phone from the public, judicial staff, Reno Justice Court administrative staff and stakeholders regarding cases, filings, judgments, court procedures and case resolution options.
- Receive, compile, and organize information for the preparation of documents, records, reports, and correspondence of assigned area.
- File various court related documents such as pleadings, exhibits and judgments.
- Perform data entry tasks associated with case management updates and statistical reporting
- Maintain financial case records in the performance of taking payments and receipting money
- Establish and maintain general and technical record keeping systems; maintain and update resource and reference materials; encode, enter, and retrieve information using specialized software.

Desired Knowledge, Skills and Abilities:

- Knowledge of courts or experience as it relates to the roles, responsibilities, and purposes of courts.
- Computer software, i.e. Microsoft Office, a plus
- Court operations, functions, programs, and services
- Ability to provide excellent customer service and manage customers with tact and courtesy
- Organize, prioritize and collaborate within a team environment
- Work with a diverse public
- Interact in a professional work environment

Physical Requirements:

Must have the ability to sit and stand for extended periods of time and frequently walk short distances. May be required to lift and move objects weighing up to 10 pounds on occasion. Required to use office equipment including telephones, computers, and copy machines.

The Selection Process

Complete application packets will be reviewed for minimum qualifications. Candidates possessing the desired experience and qualifications will be invited to participate in an interview. Interviews are anticipated to be held the week of June 20, 2022.

Additional Information

Positions within Reno Justice Court are considered positions of public confidence and trust, and all employees must adhere to the Judicial Model Code of Conduct. Additionally, Reno Justice Court employees are at-will employees of the judicial branch of government. Employees may be released from employment at any time without reason or cause.

Reference and background checks, including fingerprinting, are required of candidates who receive an offer of employment. All offers of employment are contingent upon passing a background investigation.

Please contact the Reno Justice Court regarding ADA considerations or accommodations.

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