

**JUSTICE COURTS
WASHOE COUNTY, NEVADA**

DEPUTY CLERK CLASS SERIES

DEFINITION

Under supervision Deputy Clerks perform a variety of clerical work in support of the assigned department; to provide word processing and data entry support; and to provide general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

There are two levels in the Deputy Clerk class series, the entry level and the experienced level. Most of the duties performed for the different levels; however, the entry level is not expected to function at the same skill level as the experienced level and is not expected to exercise the same amount of independent discretion and judgment in matters related to work procedures and methods. Work at this level is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Incumbents assist with and perform a variety of office support and court support assignments, working with the functions, procedures, and operations of the court system. Since the entry class is often used as a training class, employees may have only limited or no directly related work experience.

The experienced Deputy Clerk is distinguished by the performance of the full range of duties as assigned, two years experience in this position, successfully performance reviews, working independently and exercising judgment and initiative. Incumbents perform a variety of office and court support assignments, requiring substantial knowledge and understanding of the functions, procedures, and operations of the court system. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Positions in this class are flexibly staffed and positions at the experienced level are normally filled by advancement from the entry level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the experienced level.

SUPERVISION EXERCISED

Entry level exercises no supervision.

Experienced level may exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist callers and visitors by directing them to the appropriate party, department, outside agency, or other resource; respond to public requests for information and inquiries related to court procedures in the assigned area; answer questions and provide information within specific guidelines; provide forms, applications, and other materials to the public; retrieve files for the public; make copies of requested materials.

Perform a variety of responsible clerical support duties including preparing, typing, copying, collating, and filing various court documents, forms, reports, records, and other materials in department and/or central files; maintain and update computer information; assist Court personnel in locating files and documents as necessary.

Receive and process new filings including stamping date on materials received, reviewing documents for completeness and appropriate signatures, verifying conformance to applicable regulations, input changes to cases on computer system.

Receive, open and maintain filings for various cases, documents, correspondence, and memoranda; review documents for completeness and accuracy; submit orders and motions to judge for signature as required; docket court files for destruction.

Issue receipts for fines, administrative assessment fees, forfeitures, security bonds, appeal bonds, cash bails.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Entry Level Position

Full Performance Level

Knowledge of:

Procedures and functions of the assigned position.

Operations, services, and activities of the assigned program within the court system.

Pertinent Federal, State, and local laws, codes, and regulations including statutes and ordinances related to court proceedings.

Legal procedures, documents, and terminology related to court cases.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including statutes and ordinances related to court proceedings.

Ability to:

Respond to requests and inquiries from the general public and court personnel regarding policies and procedures for the assigned area.

Entry Level

Knowledge of:

Modern office practices, methods, and computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Learn the procedures and functions of the assigned position.

Learn the operations, services, and activities of the assigned program within the court system.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including statutes governing Justice Court operations.

Legal procedures, documents, and terminology related to court cases.

Perform general office and administrative support work with accuracy, speed, and minimal supervision.

Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of office support experience involving extensive public contact.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Experienced Level

In addition to the qualifications for the Entry Level:

Full Performance Level

Knowledge of:

Advances procedures and functions of the assigned position.

Operations, services, and activities of the assigned program within the court system.

Court rules, regulations, and policies.

Ability to:

Perform the full range of general office and administrative support work with accuracy, speed, and minimal supervision.

Entry Level

Knowledge of:

Procedures and functions of the assigned position.

Operations, services, and activities of the assigned program within the court system.

Pertinent Federal, State, and local laws, codes, and regulations including statutes and ordinances related to court proceedings.

Legal procedures, documents, and terminology related to court cases.

Ability to:

Learn the operations, services, and activities of the assigned program within the Justice Court system.

Learn court rules, regulations, and policies.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including statutes and ordinances related to court proceedings.

Respond to requests and inquiries from the general public and court personnel regarding policies and procedures for the assigned area.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible experience performing legal processing and administrative support assistance equivalent to an Entry Level position with Washoe County Justice court.

Training:

Equivalent to the completion of the twelfth grade.

Special requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

HOURLY RATE RANGE:

\$ 13.44 to \$23.20

HOURS OF OPERATION – Monday through Friday (excluding observed holidays), 8:00 a.m. – 5:00 p.m. and in addition, Wednesday night Traffic Court and overtime as needed.

**ALL NEW HIRE CANDIDATES ARE SUBJECT
TO BACKGROUND CHECKS.**

**RENO JUSTICE COURT EMPLOYEES ARE JUDICIAL AT-WILL
EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.
A BARGAINING UNIT DOES NOT COVER COURT EMPLOYEES.**