

RENO JUSTICE COURT

WASHOE COUNTY, NEVADA



ASSISTANT COURT ADMINISTRATOR

Reno Justice Court is seeking qualified candidates to apply for the position of Assistant Court Administrator. 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 25,000 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 September 29, 2023

Annual Salary: \$107,723.20 - \$140,046.40
\$51.79 - \$67.33 hourly

Benefits Package: Comprehensive benefit package includes vacation and sick leave accrual; medical, dental, vision and life insurance; 12 paid holidays; State of Nevada PERS retirement; longevity/incentive pay qualification after 5 years; with additional insurance and savings plans offered.



**Reno Justice Court is an
Equal Opportunity Employer**

Application Requirements:

- A complete application packet will include the following:
- ✓ A compelling cover letter explaining your interest in the position and your proven ability to manage projects and lead others
 - ✓ Detailed Resume
 - ✓ 3 Professional References

How to Apply: Submit complete application packet as a **single PDF document** to RenoJusticeCourt-HR@washoecounty.gov

About the Position

The Assistant Court Administrator is an executive, at-will position reporting to the court administrator of Reno Justice Court. The position is responsible for managing the day-to-day operations of the court and providing leadership and direction to staff in the completion of key court projects and initiatives. There are approximately 50 full-time employees assigned to Reno Justice Court, including professional, administrative, technical, and support staff. The ideal candidate will have six years of increasingly responsible professional work experience in business management in the public or private sector, court administration, human resource management, information technology or a closely related field. The ideal candidate will also have a proven track record of managing and leading others, understanding and using technology to increase efficiency and effectiveness, and planning and executing programs and special projects.

Essential Duties and Responsibilities

Plan, organize, direct, and manage court administration and operations.

Lead teams to complete assigned projects on time, to specifications, and with accuracy and efficiency.

Analyze and recommend software needs in conjunction with the development/upgrade of current equipment and systems and the acquisition of new systems.

Develop operational policies and procedures for court administration in cooperation with the justices of the peace and court administrator.

Monitor the quality and accuracy of data in the various court electronic systems. Establish procedures for creating quality, consistent data.

Conduct research and compile information and statistics.

Prepare and deliver written and verbal reports and analysis of data.

Monitor assigned budget and recommend expenditures. Assist in the development of the annual budget.

Coordinate with team leaders to ensure efficient workflow.

Monitor policies and laws affecting the court's efforts in providing access to justice.

Analyze community conditions affecting court activities and develop recommendations for court programs.

Assess community needs and coordinate resources to enhance existing court programs. Develop court programs to create community awareness and seek, coordinate, and monitor grant funding to enhance court functions.

Represent the court in dealings with local, state, and regional agencies, the media, commissions, committees, boards, community groups, and professional organizations.

Serve as acting court administrator when necessary.

Perform additional duties as assigned.

Preferred and Required Education and Experience

Equivalent combination of formal education and applicable related experience may be considered.

Bachelor's or advanced degree from an accredited college or university in Law, Business, Justice Management, Public Administration, Criminal Justice, Social Sciences, Information Technology or related field is preferred.

At least six years of management-level experience, preferably in a legal, court, or government environment.

Institute for Court Management (ICM) certification is preferred.

Knowledge and Abilities

Knowledge of:

Principles of general management, supervision, and training.

Federal, state, and local laws, rules, regulations, and legislation affecting court operations.

Court operations, technology, and case management systems in relation to court procedures, case processing, and performance-based management to improve business practices in the court setting.

Data collection techniques and report writing.

Records management principles and practices.

Ability to:

Conduct and comply with audits at the state and county level.

Apply court standards through effective and efficient usage of recognized best practices in a court setting.

Communicate effectively, both verbally and in writing.

Evaluate work priorities, procedures, and processes for effectiveness and efficiency.

Handle politically sensitive situations with tact, objectivity, and fairness.

Plan and organize work to meet schedules and timelines.

Maintain confidential information following legal standards and county regulations.

Establish and maintain effective working relationships with internal and external parties.

Capability Requirements

Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated, and fast paced environment; continuously required to read computer screen.

Occasional travel is required, 10% or less; travel is regional in scope requiring travel by driving.