

SECOND JUDICIAL DISTRICT COURT
WASHOE COUNTY
STATE OF NEVADA

ADMINISTRATIVE SECRETARY

\$42,993.60-\$58,531.20 annual salary (DOE)
Plus a comprehensive benefits package

Announcement Date: November 28, 2018

Deadline: Open Until Filled

Interested applicants should apply online at <http://www.washoecourts.com>.

A complete application packet will consist of the following items:

- ✓ Completed District Court Application [HERE](#)
- ✓ 3 Professional References
- ✓ Cover Letter
- ✓ Resume
- ✓ Educational Verification

Resumes will not be accepted in lieu of the completed District Court application.

How to apply: Completed application packets should be delivered to:

Julie Wise, Interim Director of Human Resources and Organizational
Development

Email: julie.wise@washoecourts.us

Fax: 775-325-6601

Phone: 775-325-6623

Hand delivery: 1 S. Sierra Street, North Tower, 3rd Floor, Family Division

Mail: District Court Human Resources, Second Judicial District Court, 75 Court
Street, Reno, Nevada 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

Under supervision of Court Administration and the District Court Administrator, as well as both Discovery and Probate Commissioners, performs difficult, complex, specialized, and often confidential, law-related office support functions; performs a variety of advanced secretarial, administrative, and clerical duties in support of an assigned office; provides information regarding Court programs, policies, and procedures; performs word processing and data entry support; provides information and assistance to Court staff, attorneys, and the general public.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receives calls and visitors; responds to general inquiries and complex questions; responds to requests for Court program information from the public; interprets basic Court services, policies, rules, and

regulations in response to inquiries and complaints; assists in the resolution of concerns and complaints; refers inquiries to appropriate staff; routes calls and takes messages as appropriate.

Performs responsible advanced and general secretarial, administrative, and clerical work with accuracy and speed in support of assigned office; types and proofreads a wide variety of reports and letters from rough draft or verbal instructions, using various software applications; may compose routine letters and reports as assigned.

Maintains, and prepares department records, creates and updates electronic binders as needed; reviews new case documents; prepares and mails correspondence and other documents as required; files documents and reference materials ensuring compliance with Court filing system procedures; maintains instructional manuals.

Assists in developing forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate department information.

Prepares, verifies, and reviews Court forms and reports for completeness, accuracy, and conformance with policies and procedures.

Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned Court areas; arranges and schedules a variety of meetings; notifies participants; confirms dates and times; reserves sites; prepares appropriate materials; attends meetings.

May need to establish and maintain a complete set of record keeping and filing systems including financial and operational logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintains and updates resource materials, reference materials, and manuals.

May be required to monitor special Court projects, assignments, and activities for assigned unit, program, or department; prepares summaries and reports as assigned; coordinates and prioritizes workflow within the operational unit and in conjunction with other units.

Participates in maintaining an inventory of office supply levels; orders, stores, and issues supplies and materials pertinent to the functions of assigned operational unit.

OTHER JOB-RELATED DUTIES

Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level

Knowledge of

Law office secretarial functions and practices; and

Legal processes, procedures, and practices.

Ability to

Work under limited supervision within a framework of standard policies and procedures;

Apply a comprehensive understanding of the organization and operation of the assigned department and the Court when performing assigned duties;

Respond effectively to complex questions from the public and Court personnel regarding policies and procedures for assigned area;

Plan and organize own work to meet timelines; and
Maintain confidentiality and perform duties in a professional manner.

Entry Level

Knowledge of

English usage, spelling, vocabulary, grammar, and punctuation;
Principles and procedures of record keeping, filing, and office operations; and
Modern office procedures, methods, and equipment including computer equipment and applicable software applications such as word processing, spreadsheet, and database applications.

Skills to

Operate modern office equipment including computer equipment; and
Type at a speed necessary for successful job performance.

Ability to

Learn the procedures and functions of assigned position;
Learn to explain, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures;
Understand and follow oral and written instructions;
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
Communicate clearly and concisely, both orally and in writing; and
Maintain effective working relationships with those contacted in the course of work.

Minimum Education and Experience

Experience

Three years of responsible general secretarial experience, preferably in a legal environment, or two years of legal secretarial experience.

Education

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial coursework in law office practices.