



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 6 Professional References
- Education Verification

*We do not accept resumes in lieu of the District Court Application*

Direct application packet to:

Julie Wise, JD, PHR  
Assistant Clerk of Court  
775-325-6623 (phone)  
775-325-6601 (fax)  
Julie.Wise@washoecourts.us

### **Hand Deliver**

1 S. Sierra Street  
North Tower, 3rd Floor,  
Reno, Nevada 89501

### **Mail**

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501



*The Second Judicial District Court is an  
Equal Employment Opportunity  
Employer*

## **DIRECTOR OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT**

**\$81,660.80 - \$106,184.00**

**Plus a comprehensive benefits package**

**Announcement: January 25, 2019**

**Filing Deadline: Open Until Filled**

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

### **THE DISTRICT COURT**

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

## **POSITION DESCRIPTION**

Under the direct supervision of the District Court Administrator/Clerk of Court, this position performs a high level human resources function and maintains a comprehensive human resources program for the District Court. This position is one of the five Executive Leadership positions held within the Court. The Human Resources Director is a strategic partner in the development and implementation of court-wide initiatives and goals.

## **SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

## **EXAMPLES OF ESSENTIAL DUTIES**

### **Leadership**

Mediate informal disputes between management and employees.

Promote effective working relationships between management and employees.

Propose, recommend, and implement changes to the Personnel Policies and Procedures Manual.

Provide administrative direction for employee health benefits programs.

Provide support to management and employees in a variety of human resources areas.

Administer a comprehensive talent management program including recruitment, selection and on-boarding processes.

Coordinate, investigate and respond to complex human resources matters.

Assist counsel in representing the Court in a variety of administrative hearings.

Direct and advise the District Court Judges, Executive Leadership Team, department managers, and employees on policy and rule interpretation and application.

Represent the District Court in professional groups and committees.

### **Organizational Development**

Develop and oversee a comprehensive professional development program for employees.

Develop and oversee a comprehensive organizational development program.

Research and recommend programs that will foster healthy working relationships, support a dynamic culture and motivate employees.

Plan, coordinate and provide training to staff to ensure compliance with Court policies and procedures.

Develop and administer the budget for the department.

Analyze trends in turnover, sick leave usage, and employee assistance program utilization rates.

Assist the District Court Administrator/Clerk of the Court in developing, planning, and implementing goals and objectives.

### **Technical Oversight**

Develop human resources related programs, policies, and procedures that comply with all legal mandates.

Manage the Human Resources Information System (HRIS) to ensure compliance and accuracy.

Maintain knowledge of industry trends and legislation and ensure compliance.

Consult with legal counsel on personnel matters as appropriate or directed by the Court Administrator.

Establish and maintain department records including employee files, confidential files, background information and reports.

Ensure all Court personnel perform duties and responsibilities in a safe and prudent manner.

### **OTHER JOB-RELATED DUTIES**

Performs related duties as assigned.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

#### ***Knowledge of***

Court personnel policies and procedures.

Federal, state, and local laws pertaining to human resources administration.

Computer software, word processing, spreadsheets, and database applications.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of public human resources administration.

Modern principles and practices of public administration including budgeting, staffing, and organizational development.

Principles of equal employment opportunity and affirmative action.

Principles and practices of leadership, management and supervision.

#### ***Ability to***

Plan, coordinate, and direct the operations of the human resources program to accomplish established goals.

Implement work methods and procedures that promote a safe working environment and ensure staff training in work safety.

Monitor changes in laws and regulations related to human resources, evaluate impact, and ensure compliance.

Evaluate complex operational problems, develop conclusions, and make effective decisions and recommendations.

Assess situations, make logical decisions, and implement effective courses of action.

Communicate effectively, both orally and in writing.

Interpret and apply regulations, policies, and procedures.

Maintain effective working relationships.

Exercise patience, empathy and understanding throughout highly stressful and emotional situations.

### **SPECIAL REQUIREMENTS**

Ability to work in a standard office environment.

Ability to lift and move objects weighing up to 50 pounds.

Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines.

### **MINIMUM QUALIFICATIONS**

#### ***Education and Experience***

A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field and five years of progressively responsible human resources experience.

#### ***Preferred***

Master's Degree from an accredited college or university in human resources management or a closely related field.

Experience with SAP or similar HRIS system.