



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## Specialty Courts Coordinator

**\$85,924.80 - \$111,716.80**  
**Plus a comprehensive benefits package**

### How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification  
(proof of highest degree completed)  
Providing diploma or unofficial transcripts and common methods of verification.

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

Direct application packet to:

SJDC Human Resources  
775-328-3405 (phone)  
775-325-6601 (fax)  
HR@washoecourts.us

### Mail

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501



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

**Announcement: Monday, February 4, 2025.**

**Filing Deadline: Friday, February 28, 2025, at 5:00 p.m.**

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!

**Individuals requiring accommodation during the application and/or hiring process should notify Human Resources.**

**POSITION DESCRIPTION**

Under general direction, performs direct services casework in the Specialty Courts related to supervision, rehabilitation, drug and alcohol testing, and engagement in treatment programs for defendants assigned to Specialty Courts. Performs a variety of technical tasks relative to assigned areas of responsibility, such as data entry, statistics, grants, preparation of reports, etc.

**SUPERVISION EXERCISED**

There are no supervision expectations assigned to this position.

**EXAMPLES OF ESSENTIAL DUTIES**

Receives referrals for an assigned Specialty Court, including interfacing with referring agencies, interviewing and assessing clients (those in and out of custody) for recommended placement within the Specialty Courts, and tracking a defendant's progress through the criminal justice system.

Manages an assigned caseload of Specialty Courts defendants, including activities related to case management, compliance with conditions established by the Specialty Courts Judge, and discharge planning. Specific tasks may include conducting orientation sessions, maintaining daily contact with defendants in person and by telephone; supervision and monitoring of defendants to ensure compliance with Court orders and attendance at required appointments, preparing reports for Judges regarding progress of defendants, coordination of placement of defendants into substance abuse, mental health, domestic violence, and related treatment programs as needed, and coordination of discharge planning for defendants who are ready to exit the program.

Prepares case reports, document information, and maintain accurate case records; review case files.

Recruits care providers and monitor for quality of care and ongoing contract compliance.

Interfaces directly with judges, law enforcement personnel, mental health and substance abuse agencies, employment agencies, employers, family members, and friends regarding the defendant. Determines when program placement is appropriate and/or necessary.

Maintains close communication with multidisciplinary team to keep them apprised of developments and obstacles in conducting case management activities.

Maintain contact and collaborate with other professionals and community providers to effectively facilitate service deliveries for clientele; coordinate placements with other agencies to ensure appropriate placements.

Works in a multidisciplinary team format to locate defendants who fail to appear for Court dates; recommends sanctions for defendants who are in violation of a Court order; reviews individual cases in staffing sessions and attends Specialty Courts hearings for assigned caseload.

Assists with program budget; ensure funding compliance as required by grants and contracts.

Prepares and maintains data and statistics on defendants including information regarding court appearances, payment of fees, fines, and restitution, performance of required community service, recidivism and other related matters.

Serves as a primary resource and information source regarding Specialty Courts goals and objectives, policies, procedures, and operational functions; responds to inquiries in person and by telephone or email; provides information utilizing judgment, knowledge, and interpretation; resolves complaints; refers caller to appropriate resource as necessary.

**OTHER JOB-RELATED DUTIES**

Performs related duties as assigned.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

***Knowledge of***

Policies, procedures, rules and regulations of Second Judicial District Court and department and/or division of assignment.

Federal, state and local laws, ordinances, policies and procedures pertaining to the duties of a Specialty Courts Coordinator of the Second Judicial District Court.

Organizational structures of Washoe County, Second Judicial District Court, the justice system, and associated state agencies.

Community resources, treatment, and placement options.

Microsoft Office Suite, Adobe Acrobat, and other software relevant to position. Computer hardware and use of printer, scanner, copier.

***Ability to***

Able to work independently and as part of a team. Ability to establish priorities and manage multiple activities.

Learn the procedures and functions of the assigned position.

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

Read, interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Coordinate resources and services for clients.

Recognize obvious symptoms of impairment, emotional and physical disorders and make appropriate referrals.

Able to operate and participate on virtual platforms such as Zoom and Teams.

**MINIMUM QUALIFICATIONS**

***Experience***

Three years increasingly responsible experience in public contact such as social work, counseling, law enforcement, or related experience.

***Education***

Graduation from a four year college or university is required. Major coursework in social work, criminal justice, psychology, sociology or a related field is preferred.

***Preferred***

Bilingual skills – Spanish.