



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
- 3 Professional References
- Education Verification

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

Direct application packet to:

Brett Gadwood
HR Generalist

775-328-3405 (phone)

775-325-6601 (fax)

Brett.Gadwood@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*

Specialty Courts Officer

\$52,062.40-\$70,803.20

Plus a comprehensive benefits package

Announcement: January 31, 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 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, 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 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, drug and alcohol testing of defendants, 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.

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.

Works in an inter-disciplinary 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.

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

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.

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.