



# Reno Justice Court in the County of Washoe, Nevada

INVITES YOUR INTEREST IN  
THE POSITION OF

## Court Administrator

\$101,920.00 - \$137,675.20

(Depending upon experience)



For additional information regarding Reno Justice Court, please visit

[www.washoecounty.us/rjc](http://www.washoecounty.us/rjc)

## **About Washoe County**

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Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. The County covers an area of 6,600 square miles bordering California and Oregon. Washoe County's pleasant climate spans the full range of the four seasons. A population of approximately 460,000 enjoys an excellent quality of life with abundant recreational activities, arts and cultural amenities, fine dining, and a variety of entertainment options. Known for its recreational activities, Washoe County offers world-class ski and golf resorts, 24-hour gaming and entertainment, lakes, fishing, and hiking - all within minutes of the metropolitan area. Diverse lifestyle choices are available in Washoe County. Urban and suburban living is available as are rural options in the vast unincorporated areas. Washoe County's diversified economic base is flourishing with the established tourism, hospitality, and gaming industries. Also adding to the economic base are the attraction and expansion of businesses including such major employers as Microsoft Licensing, Apple, Amazon, Tesla Motors, and Zulily.

## **Reno Justice Court Governance and Organization**

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Reno Justice Court, located within the Mills B. Lane Justice Center, is a court of limited jurisdiction within the Reno Township of Washoe County with six elected Judges of the Court, one of whom serves as the Chief Judge. Reno Justice Court is the largest justice court in Northern Nevada and presides over non-traffic misdemeanors, small claims, summary evictions, temporary protection, and traffic cases. Additionally, Reno Justice Court determines whether felony or gross misdemeanor cases have enough evidence to be bound over to the District Court for trial within the unincorporated areas of Washoe County. The mission of the Reno Justice Court is to promote and preserve the rule of law and protection of property rights by providing a fair, independent, and impartial forum for the peaceful resolution of legal conflicts. Further, it is the mission of Justice Courts to provide judicial services in such a manner as to: 1) promote access to justice, 2) adjudicate cases in an expeditious and timely manner; 3) utilize public resources efficiently and effectively to demonstrate accountability and engender public trust and confidence; and 4) promote an understanding of the Courts as a vital component of the tripartite system of government, independent of and co-equal to the Legislative and Executive branches.

## **About the Position**

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The Court Administrator is an executive, at-will position reporting to the six Judges of the Court, with primary administrative action through the Chief Judge. The position is responsible for managing the day-to-day operations of the Court, and for providing leadership and direction to staff in the completion of key initiatives of the Court. There are 52 full time employees assigned to Reno Justice Court, including professional, administrative, technical, and support staff employees.

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Responsibilities include case flow management, records management, budget and accounting functions, statistical analyses and projections, public relations, technology management, court security management, and personnel management - including the selection, training, evaluation and disciplining of non-judicial staff. Work requires the application of exceptional interpersonal skills and problem solving skills, as well as considerable initiative and independent judgment within the framework of a Chief Judge-Court Administrator management model.

## **Ideal Candidate Criteria**

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The ideal candidate will lead with integrity and unquestionable ethics supported by a successful career history, be forward thinking with exceptional interpersonal and communication skills and have the ability to motivate and establish common goals with employees at all levels in the organization. The ideal candidate will have 10 years of increasingly responsible professional work experience in 1) business management in the public or private sector, 2) court administration, or 3) information technology, finance and/or budgeting. A Master's degree, Jurisprudence degree and/or ICM fellow is preferred. Professional work experience in project management is considered a plus.

The ideal candidate will have a proven track record in the following executive level competencies:

\* **Organizational Awareness** – the ability to plan, prioritize, and execute programs and key Reno Justice Court initiatives, maintain the highest standards of conduct and confidentiality of sensitive information, records and materials, demonstrate a commitment to the Reno Justice Court's vision, mission and organizational priorities and act in the interest of the public's trust.

\* **Interpersonal Effectiveness** – the ability to develop and implement strategies to maximize employee performance and foster high ethical standards in meeting the Court's vision, mission and goals; establish collaborative relationships and the ability to communicate effectively orally and in writing.

\* **Managing and Leading Others** – the ability to foster a high standard of ethics and instill mutual trust and confidence, the ability to deal tactfully with assigned staff, employees, elected officials, organizations and the public and the ability to display outstanding leadership capabilities and be a dedicated, customer service manager.

\* **Understanding and Use of Technology** – demonstrate an in-depth understanding of court systems and reporting requirements and the ability to integrate various court systems and data that increase the Court's efficiency and effectiveness.

\* **Change Management** – the ability to foster a work environment that encourages creative thinking and focuses on continuous process improvement, and the ability to effectively design and facilitate organizational change and champion cultural transformation while motivating employees.

## **Experience and Training Minimum Requirements**

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Education equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Political Science, Public Administration, Law, Accounting,

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or a closely related field **and** five years of responsible management experience, preferably in government or public administration; OR an equivalent combination of training and experience.

## **The Selection Process**

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Completed applications will be screened and those candidates determined to be most qualified to continue in the process will be invited to participate in the interview panels in Reno, Nevada. Those selected to continue in the process will be asked to complete an employment application and public records check. Interviews are anticipated to take place late October/early November 2019.

Finalists for the position will participate in a comprehensive background investigation, which will include a public and criminal records check, credit check, and outreach to professional references and current employer.

## **Submission Process and Application Deadline**

Please submit a letter of interest, resume, and five professional references to **Katey Fox, Court Analyst**, at [KFox@washoecounty.us](mailto:KFox@washoecounty.us). Inquiries regarding the position or the selection process may be directed to her at 775-325-6563.

**The deadline for applying is 5:00 pm, September 25; late application materials may not be considered.**

## **Compensation and Benefits**

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The annual salary for this position is negotiated commensurate to the selected candidate's professional background and experience. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement: Washoe County pays 100% of the PERS contribution for each full-time employee.
- Health, dental, life and vision insurance: Washoe County contributes 100% of the premium for each employee. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP). Employees become eligible for health benefits after 90 days of employment. Washoe County contributes up to \$2,000 annually into the employee's Health Savings Account (HSA).

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- Deferred Compensation plans are available.
  - Vacation Accrual (96 hours per year, increasing with continued employment)
  - Sick Leave (120 hours per year, increasing with continued employment)
  - 11 Paid Holidays
  - Longevity Pay
  - There are no Social Security deductions (although a 1.45% deduction for Medicare is required).
  - Nevada has no state income tax.

Employees of the Reno Justice Court are at-will employees and must adhere to the Nevada Supreme Court Model Code of Conduct for Judicial Employees. Employees may be released from employment at any time without reason or cause.

*Reno Justice Court does not discriminate on the basis of race, color, sex, sexual orientation, gender identity and expression, age, disability or national origin in the activities and/or services which it provides.*

Posted: August 14, 2019

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