



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:

SJDC Human Resources
775-328-3110 (phone)
775-325-6601 (fax)
HR@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 MANAGER

\$88,025.60 - \$119,704.00

Plus a comprehensive benefits package

Announcement: July 12, 2022

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!

DEPARTMENT OVERVIEW

The Second Judicial District Court operates eight Specialty Courts programs for those identified with a substance use, mental health, or co-occurring diagnosis. Participants engage in individual and group substance abuse and mental health counseling, random drug and alcohol testing, probation supervision and collaborative case management. The Specialty Courts Department serves around 500 participants a year.

Under direction of an Assistant District Court Administrator, the Specialty Courts Manager oversees, develops, and coordinates the operations, programs, and activities of the Specialty Courts Department including the Adult Drug Court, Felony DUI Court, Family Treatment Court, Medication-Assisted Treatment Court, Mental Health Court, Prison Reentry Court, Veterans Treatment Court, and Young Offender Court.

This position also serves as a member of the District Court Management Team. During strategic planning discussions, development of court-wide initiatives and consideration of new policies and procedures, the Specialty Courts Manager must articulate the impact to the assigned business area.

SUPERVISION EXERCISED

Facilitates collaboration between Courts and Judges, service providers, the District Attorney, Attorney General, Public Defender, Nevada Department of Parole and Probation, Washoe County Department of Social Services, State of Nevada Division of Child and Family Services.

Monitors matters relating to case management, processes, and procedures in conjunction with the Integrated Case Services Manager and assigned clerks.

Develops and maintains a written policy and procedures manual/handbook for use in the Specialty Courts and its programs.

Maintains an automated case management program with tracking and statistical analysis components as required by federal grant mandates, in cooperation with the Court Technology Department.

Produces the quarterly and annual statistical/financial reports based on performance objectives and grant requisites.

Schedules and prepares agendas and minutes for monthly Specialty Court meetings.

Serves as the Specialty Court representative at speaking engagements, community outreach efforts, professional gatherings, and with the Legislature.

Serves on committees, boards, and task forces focusing on substance abuse and mental health issues, particularly as it relates to criminal activity, parenting, treatment, rehabilitation, or alternate sentencing.

Develops and maintains a working relationship with the Department of Public and Behavioral Health, National Association of Drug Court Professionals, and mental health agencies to promote high professional standards and integrity.

Develops the appropriate program brochures, literature, and videos for use by the Specialty Courts.

Serves as the primary contact with Specialty Court vendors and mediates participant/Court/vendor disputes or problems.

Communicates and interacts with Judges, Court Masters and Court Administration regarding process, procedures, and program status; seeks direction and authorization when necessary.

Responds to judicial requests for intervention in program matters; assists with strategic planning and program development.

Attends Court proceedings, staffing case management sessions, and group therapy sessions intermittently to promote quality service.

Serves as a central information repository for reports, phone calls, statistics, and status of participant cases.

Manages federal, state, and local funding contracts; develops funding proposals and negotiates funding contracts.

Serves as team leader facilitating meetings; supports Specialty Court team members, orients new team members, resolves conflicts, and communicates team philosophy/direction.

Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- The areas of substance abuse, mental health, treatment, and recovery.
- Treatment modalities and therapeutic approaches.
- Community resources and service alternatives.
- Facilitating meetings, effective communication, and public relations approaches.
- Fundamentals of program administration and management.
- The overall functions and procedures of the Court system.
- Grant and report writing techniques.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management including program planning, implementation and administration.
- Principles and practices used in effectively dealing with the public.

Ability to

- Organize, direct, coordinate and supervise multiple administrative and operational activities.
- Make key administrative and management decisions.
- Effectively and efficiently handle various complex and competing duties and responsibilities.
- Conduct research of applicable statutes, procedures and rules.
- Respond to requests and inquiries from the public and Court personnel regarding policies and procedures.
- Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.
- Establish priorities, work procedures and performance standards.
- Manage and coordinate the work of personnel.
- Deal effectively with conflict and bring about effective resolution to problems.

- Analyze problems, identify alternative solutions, and project consequences of proposed actions.
- Write correspondence, memoranda, summaries, reports, and other documents in a clear, concise manner.
- Communicate effectively, both orally and in writing with people of diverse backgrounds; prepare and present clear, concise and accurate statements; make visual and oral presentations and tailor the message for the intended audience.
- Perform both routine and complex duties in the areas of Specialty Courts.
- Use good judgement to differentiate between legal information and legal advice.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Handle sensitive information including sealed records in accordance with statutory and court requirements
- Maintain professional and effective working relationships with others.
- Lift and move objects weighing up to 50 pounds.
- Proficiently use office equipment and Office 365 Software, including computers, telephones, copiers, PowerPoint, Excel, Word and Outlook.

OTHER JOB-RELATED DUTIES AND REQUIREMENTS

- Effectively works remotely and manages employees from a remote location, as needed.
- Must have expertise in virtual meeting platforms, such as Zoom.
- Must have the ability to work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in an employee's household.
- Operate a motor vehicle and have possession of a valid driver's license issued by the State of Nevada.

EDUCATION AND EXPERIENCE

Education

Graduation from a four-year college or university with major coursework in criminal justice, substance abuse/mental health specialization, or a related field.

Experience

Four years of professional oversight of a public service-based program or other relevant experience, including two years of supervisory experience.