

MAY 17, 2017
ELKO JUSTICE / MUNICIPAL COURT
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: Deputy Court Clerk I/II

<u>HOURLY SALARY:</u>	Clerk I Salary Schedule	Clerk II Salary Schedule
	STEP 1 - \$17.75	STEP 1 - \$20.41
	STEP 2 - \$18.28	STEP 2 - \$21.02
	STEP 3 - \$18.83	STEP 3 - \$21.65
	STEP 4 - \$19.39	STEP 4 - \$22.30
	STEP 5 - \$19.97	STEP 5 - \$22.97
		STEP 6 - \$23.66
		STEP 7 - \$24.37
		STEP 8 - \$25.10
		STEP 9 - \$25.85
		STEP 10- \$26.63

The successful applicant may be hired as either a Deputy Court Clerk I or a Deputy Court Clerk II based upon the nature of their prior training, education and experience. Salary will also be set within the ranges listed above based upon these same considerations.

DEADLINE: Applications for this position shall be accepted until **Tuesday, May 30, 2017, at 4:30 pm.**

The Elko Justice / Municipal Court has an opening beginning **June 26, 2017** for a full-time Deputy Court Clerk I/II.

The successful applicant will perform a wide variety of legal and clerical support work for the Elko Justice / Municipal Court. Duties of the position may include: interacting with and providing information to litigants, attorneys, law enforcement agencies and other interested parties; distributing forms to litigants that come to the Court window for service; entering, reviewing and verifying data in the Court's electronic case management system; preparing a variety of legal documents; scheduling court hearings with litigants, attorneys and other parties; clerking for court proceedings that are conducted in the courtroom; preparing minutes and otherwise documenting actions taken by the Court; accepting legal documents for filing and placing documents received into their appropriate case files; processing payments of fines and fees at the window, by phone or over the internet; operating a variety of office machines and equipment such as typewriters, copy machines and computer terminals; and preparing and processing warrants of arrest and bench warrants. The successful applicant will also be required to perform other duties as directed by the Court Administrator.

Benefits:

Excellent benefits package, including contribution to the public employees retirement system and county paid employee medical, dental and vision insurance.

Minimum Qualifications:

High school diploma or its equivalent REQUIRED. Must possess a valid driver's license. Prior experience working with a court, law office or law enforcement agency is a plus. Applicant must have strong computer skills and the ability to multitask under pressure while maintaining a friendly and professional demeanor with members of the public and co-workers.

Application process:

Interested applicants are required to submit a completed employment application packet (available at the Justice / Municipal Court office), resume and cover letter to the Elko Justice / Municipal Court (to the attention of the Court Administrator, Randall Soderquist). Applicants that fail to submit all of the required items may not be considered by the Court. Applicants for the position may be subject to testing and the person hired must successfully complete a criminal history background check.

Elko Justice / Municipal Court
571 Idaho Street
Elko, Nevada 89801
* (775) 738-8403 Phone * (775) 738-8416 Fax *

**** The Elko Justice / Municipal Court is
an Equal Opportunity Employer ****

ELKO JUSTICE / MUNICIPAL COURT

Physical: 571 Idaho Street, Elko, NV 89801

Mailing: P.O. Box 176, Elko, NV 89803

(775) 738-8403 telephone

(775) 738-8416 fax

EMPLOYMENT APPLICATION

The Elko Justice / Municipal Court is an Equal Opportunity Provider and Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Email address: _____

Telephone(s) Home () Cell () Work ()

Position Applied for _____

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?) _____

☐ Other (explain) _____

If offered employment, when can you be available to begin? _____

What type of employment will you accept? ☐ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ☐ Yes ☐ No

Will you be available to work weekends and/or holidays if necessary? ☐ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ☐ Yes ☐ No

Do you understand the job requirements? ☐ Yes ☐ No

Can you perform the requirements of this job with or without reasonable accommodation? ☐ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☐ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ☐ Yes ☐ No

List other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? ☐ Yes ☐ No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been convicted of, pled guilty or nolo contendere (no contest) to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction? ☐ Yes ☐ No

If yes, list all such offenses and provide date, name of court, and disposition. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

Have you ever been disciplined in your employment related to workplace violence? ☐ Yes ☐ No

If yes, please explain.

Do you presently use illegal drugs? ☐ Yes ☐ No

Have you ever been employed by Elko County? ☐ Yes ☐ No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by Elko County? ☐ Yes ☐ No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

EMPLOYMENT HISTORY

Provide information regarding all paid employment, including the military. Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)..... ☐ Yes ☐ No

Present Employer _____ Present Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____

Employer _____ Position _____
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State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
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Reason for Leaving _____

Reason for Leaving

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ACKNOWLEDGEMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact the Elko Justice / Municipal Court.

- _____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- _____ This application is the property of the Elko Justice / Municipal Court and will become part of my personnel file if I am hired.
- _____ I authorize the Elko Justice / Municipal Court to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the Elko Justice / Municipal Court. In addition, I authorize the Elko Justice / Municipal Court to conduct a background search, which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize the Elko Justice / Municipal Court to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the Elko Justice / Municipal Court to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- _____ In exchange for the Elko Justice / Municipal Court's consideration of my employment application, and/or any continued employment with the Elko Justice / Municipal Court, I authorize anyone possessing information to furnish it to the Elko Justice / Municipal Court upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the Elko Justice / Municipal Court, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- _____ I further understand this consent will apply during the entire course of my employment with the Elko Justice / Municipal Court should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
- _____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the Elko Justice / Municipal Court. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or, if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the Elko Justice / Municipal Court constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that the Elko Justice / Municipal Court is not requesting genetic information from the drug screening or physical examination and that the person administering the examination should not provide genetic information to the Elko Justice / Municipal Court. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- _____ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060 (2) states preference must be given, *if qualifications of applicants are equal*: a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____

Date _____