



**CLARK COUNTY**

Department of Human Resources  
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**INVITES APPLICATIONS FOR THE POSITION OF:  
SPECIALTY COURTS COORDINATOR**  
Department Name: District Court  
Exam Number: 09851

**SALARY**

\$48,734.40 - \$75,545.60 Annually

**OPENING DATE:** 04/24/15

**CLOSING DATE:** 05/08/15 05:01 PM

**ABOUT THE POSITION:**

The successful candidate will start at the minimum of the salary range.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

**MINIMUM REQUIREMENTS**

**Education and Experience:** Bachelor's Degree in Behavior Sciences or a related field AND two (2) years of full-time experience in the direct provision of substance abuse and/or mental health treatment services.

**Working Conditions:** Job duties will expose the incumbent to hostile and abusive individuals. May be required to attend meetings, presentations and events outside of normal working hours.

**Licensing and Certification:** Must possess a valid Nevada Class C Driver's License at time of appointment. Must possess a valid license or internship as CADC or LADC in the State of Nevada.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**EXAMPLES OF DUTIES**

ESSENTIAL DUTIES:

Provides day-to-day case management duties including substance abuse evaluations, referrals, treatment compliance monitoring, clinical consultations, reviewing program compliance, writing court reports, and managing defendant non-compliance. Appears in court regularly, communicates with the District Attorney's Office, Public Defender's Office and members of the defense bar. Provides statistical reports to comply with grant requirements. Also responsible for DUI evaluations for the court. Gathers information from offenders on substance abuse history,

criminal history, family history, occupational/employment status, educational history, medical history, mental health history, and related areas. Administers substance abuse related screening instruments to offenders. Makes recommendations for treatment of offenders to the Court. Compiles information from interview and screening instruments into clear and concise reports for judicial system. Enters data on computer for purposes of creating reports and maintaining statistical database. Enters pertinent client/offender information into computer for communication to the court. Assists in developing and implementing program mission, goals, objectives and performance standards. Facilitates collaboration between courts, service providers, District Attorney, Public Defender and the Department of Family Services on matters relating to case management, process and procedures. Assists in developing written policy and procedures manuals for both adult and juvenile programs. Develops automated case management program with tracking and statistical analysis components required by federal grant mandates. Produces quarterly and annual statistical and financial reports based on performance objectives and grant requisites. Coordinates projects, events or time line management i.e. Board of County Commissioner Agendas, grant applications, etc. Schedules and prepares agendas and minutes for monthly drug court meetings. Audits billing records for accuracy and federal compliance. Maintains active profile with drug court vendors; troubleshooting and mediating client, court, and vendor disputes or problems. Reports directly to the Specialty Courts Manager. Responds to judicial requests for intervention in program matters. Attends Court proceedings, staffings, case management sessions, and group therapy sessions intermittently to promote quality service.

**ADDITIONAL DUTIES:**

Contributes to the efficiency and effectiveness of the court's services to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer; drives a County or personal motor vehicle in the course of the work.

**PHYSICAL DEMANDS**

Mobility to work in a typical office setting and use standard office equipment, strength to lift objects weighing up to 25 pounds, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*An Equal Opportunity Employer*

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**SPECIALTY COURTS COORDINATOR Supplemental Questionnaire**

- \* 1. **The supplemental assessment you are about to complete is considered a pre-employment examination and will be scored by subject matter experts (SME) selected by the hiring department. Those scoring this assessment will only see your supplemental assessment answers and will not have access to your application, resume or other recruitment materials. Please provide enough detail in your answers to give the SME an accurate representation of your job-related experience. In most instances, the supplemental assessment scores will be used to determine the order that applicants are invited to interviews.**

I understand the supplemental assessment is a pre-employment examination and will often be used to determine the order that candidates are selected for interviews.

- \* 2. Please list degrees received in Behavior Sciences or a related field. (Not Rated)  
List all degrees received that are directly related to the position (see template below).

College/University:

Did you graduate:

College Major/Minor:

Units Completed:

Degree Received:

- \* 3. List all courses/seminars/ training completed that are directly related to the position. (Not Rated) When listing courses/seminars/training, be specific about the administering institution. If no answer use "N/A".
  
- \* 4. Please select all licenses or internships that you possess. (Not Rated)
  - Certified Alcohol and Drug Abuse Counselor (CADC)
  - Licensed Alcohol and Drug Abuse Counselor (LADC)
  - Licensed Clinical Social Worker (LCSW)
  
- \* 5. Do you have two (2) years of full-time experience in the direct provision of substance abuse and/or mental health treatment? (Not Rated)
  - Yes     No
  
- \* 6. Describe in detail your professional experience in a courtroom setting. Include in your response the Court, Judge and jurisdiction. (Maximum 15 points)  
Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:  
Supplemental Question Answer:

- \* 7. Describe in detail your professional experience with diagnosing, assessing or evaluating clients for treatment purposes. (Maximum 15 points)  
Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:  
Supplemental Question Answer:

- \* 8. Describe in detail your professional experience with case managing clients diagnosed with substance abuse and/or mental illness. (Maximum 10 points)  
Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:  
Supplemental Question Answer:

- \* 9. Describe in detail your professional experience in maintaining accurate records and files for the periodic preparation of operational, budgetary, technical, statistical and narrative

reports. (Maximum 10 points)

Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

\* Required Question