

AGENDA ITEM DEVELOPMENT REPORT

OFFICE OF THE COUNTY MANAGER
CLARK COUNTY, NEVADA

AIDR No.: 3737

KEVIN SCHILLER
County Manager

Date: 07/29/2024

Agenda Date: 08/06/2024

JESSICA L. COLVIN
Chief Financial Officer

Originating
Department: Eighth Judicial District Court

SAMUEL BATEMAN
Deputy County Manager

Contact/Ext: Steven Grierson

ABIGAIL FRIERSON
Deputy County Manager

LISA KREMER
Deputy County Manager

**Issue: FY2025 SUPPLEMENTAL
POSITIONS**

LES LEE SHELL
Deputy County Manager

Subject/Title:

FY 2025 Supplemental Positions

Recommended Action:

That the Board of County Commissioners authorize the creation of 14 positions for the Eighth Judicial District Court for Fiscal Year 2025.

Summary:

At the Board of County Commissioner's meeting on March 26, 2024, the County Finance Department presented a brief report on the current Fiscal Year's (2024) financial status and the proposed Fiscal Year (2025) General Fund Budget. The Finance Department presented several factors contributing to resources that could be used to contribute to the Eighth Judicial District Court

The Eighth Judicial District Court was asked to evaluate their need for additional staffing and/or program enhancements and identified 14 positions totaling \$ 1,242,992 for the Eighth Judicial District Court that are deemed necessary for operations.

A summary of the job responsibilities for the positions requested is as follows:

Eighth Judicial District Court

Bailiff II (Deputy Marshal) (11)

These positions will be assigned to criminal court proceedings, high profile cases, civil, and family court proceedings involving uncooperative, and combative litigants. The additional marshal staff will ensure immediate response to any threatening or violent behavior by a court occupant, and help to ensure the safety of the judiciary, court officers, staff, victims, witnesses, defendants, and other parties occupying the courtroom. The additional positions will provide an increase of uniformed Deputy Marshals for response to critical incidents, and emergencies.

Court Security Administrator (1)

This position will be responsible for all Nevada POST training requirements for academy recruits, new hires, and continuing education and training for existing marshal staff of 110. The position will supervise all field training officers, to ensure compliance with training guidelines, proper completion of daily activity reports, evaluation, and assessment of FTO performance. The position will draft lesson plans, review current curriculum, schedule internal and external training classes, manage the training schedule, maintain accurate training records, and participate in annual POST audit. The position will assist with quartermaster duties to include uniform and equipment inventory, purchase requests, issuance, and turn in.

Senior Legal Office Specialist (Probate) (1)

This position will support processing the necessary daily administration of probate documents, compliance details, notifications, and public inquiries for a second probate commissioner to improve the timely and efficient access to resolution in probate cases.

Law Clerk (Probate) (1),

This position will be responsible for the legal preparation of calendars necessary for a second probate commissioner to improve the timely and efficient access to resolution in probate cases.


KEVIN SCHILLER
County Manager