



Clark County Law Library Board of Trustees Application

(Note: This document and accompanying materials become public record once it is received by Clark County.)

The Clark County Law Library Board of Trustees (Board) exists pursuant to NRS 380.020, which states that the Clark County Board of Commissioners (County Commission) shall appoint four (4) competent persons, including at least two (2) who are not attorneys at law, to serve as law library trustees. Each member serves a two-year term with the possibility of reappointment.

The Board of Trustees meets at least four (4) times each calendar year. Additional board meetings may be held as needed.

Application Overview:

If you are interested in applying to be a Trustee on the Clark County Law Library Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please contact Chanteyl Hasse at Chanteyl.Hasse@ClarkCountyNV.gov.

Full Name: (First, Middle Initial, Last): Karen M. Cale-Powell

Home Street Address: [REDACTED]

Home Address City/State/Zip Code: [REDACTED]

Mailing Address: same

Mailing Address City/State/Zip Code: _____

Employer: Clark County

Occupation: Rural Court Administrator

Email Address: [REDACTED]

Cell Phone: [REDACTED]

Best Daytime Contact Phone: 8am to 5pm

Availability: Please provide the times you are available to serve on this Board/Commission/Council.

I will make myself available for the next two years at least. Thursdays at 2pm, I have a standing meeting with our Clark County IT Team. Other than that day and time, I will try to adjust any scheduled board meetings.

Relevant Affiliations: Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

Currently, I am not serving on any committees outside the parameter of my current position as the Rural Court Administrator for Clark County.

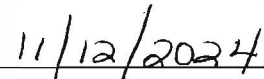
Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess that would benefit the work of this Board, Commission or Council. If you need additional space, please attach an additional sheet of paper.

As a Clark County employee over 27 years, first at Public Defender's office for 9 years and then as the Rural Court Administrator for 18 years. Through the years, I have garnered knowledge of the NRS and Justice Court Rules of Civil Procedure. I have experience in conducting county business including but not limited to Human Resources, Finance, Real Property Management, Purchasing department and the Clark County Manager's office. I have worked with numerous governing agencies and justice community partners, for example, the Administrative Office of the Courts, Peace Officers Standards Training, Las Vegas Metropolitan Police Department and Nevada Highway Patrol.

A resume or letter of interest is REQUIRED. Please attach it to this application.

I verify with my signature below that all statements made on this application, as well as any information attached hereto, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.


Signature


Date

Hand Deliver/Mail Application to:

Director
Clark County Law Library
309 South Third Street, Suite 400
Las Vegas, NV 89155
Operating hours: Monday-Thursday, 7:30am-5:30pm
or

Email Scanned Copy to:

chanteyl.hasse@clarkcountynv.gov

Karen M. Cale-Powell

Work History

Clark County Rural Justice Court Administrator August 2006 to Present

Overview of Organizational Structure - The Rural Justice Courts of Clark County support 8 rural courts in 9 facilities (rural areas include: Boulder City, Bunkerville, Goodsprings, Laughlin, Mesquite, Moapa, Moapa Valley, Searchlight and one Admin Office in downtown Las Vegas – these 9 locations are spread over 300 miles of territory). Organizational staffing consists of 8 Justices of the Peace, 22 full-time court office staff and 10-15 various *part-time* employees. The primary goal of the Rural Justice Courts is the representation to cohesively move all 8 courts forward as one department while keeping the integrity of the Judges' independent representation of each courts' diverse community needs.

It is my appointed role to communicate and relay information to and from the Rural Justices of the Peace to the State Legislators, Clark County Commissioners, County Management and all Clark County department services for the courts and courthouses. Representation for our department to the Supreme Court and Administrative Office of the Courts, Downtown Justice and District Court and other Justice Courts across Nevada. Additionally, I act as a liaison to Local and State Law enforcement, including Peace Officers Standards Training, Nevada Highway Patrol, Las Vegas Metropolitan Police (including CCDC), Boulder City Police, Mesquite City Police, National Dept. of Wildlife and the Moapa Tribunal.

To further define my duties, roles and responsibilities:

Facilitation – Creatively meet the budgetary needs of 8 courts with limited staff to support many completed and on-going projects (establishing policies and providing training/documentation for all projects). A few examples of duties are the implementation of the Rural Justice Courts, writing grants to obtain the JAVs equipment in courts which cannot afford it and to complete the ownership of all court proceedings. I am responsible for the successful completion and correct reporting of the USJRS Phase III, the Administrative Office of the Courts ratified requirements for Minimum Accounting Standards and the 4-year external audits for each of the 8 courts I represent.

Operations –

- Department Head for all County Management departmental planning meetings, update meetings and Rural Justice Court Departmental communications.
- Prepare all Board of County Commissioner (BCC) agenda items and appear before the Board regarding differing needs and subjects of the courts.
- Human Resources – time and attendance, recruitment, progressive discipline, arbitration, retirements, and reclassification projects.
- Departmental Finance – tracking, organizing, encumbering and employing 42 funds including General Fund, Regular AA fees, Facility AA fees and Collection Account fees. Financial and budgetary responsibility approximates to \$7.5 million per annum.
- Daily Finance – paying and reviewing all invoice payments, purchasing quotes, purchase orders and seeking the needs of the courts in the most fiscally responsible manner.
- Real Property Management requests for improvements or maintenance – in addition to daily facility requests, the OJC averages 5 capital improvement projects, at any given time.
- IT requests/duties – daily recordation and requests for service to varying degrees of equipment and service.
- Safety Coordinator policy development – coordinate and attend required OSHA meetings.

Legal Concerns – Adherence to all NRS statutes for all 8 Rural Justice Courts, where appropriate/applicable. Primary focus is on the legislative session including proposed BDRs to legislative completion of laws, Legal Forms, Courtview case management applications, development and implementation of collection program, e-payments, imaging, resolution of contract attorney issues, developed the business process pretrial custody status hearings, efile project for the 8 courts.

Clark County Public Defender

Promoted through 3 positions within the department – final position held was Senior Management Analyst for 3 years (acting as Senior HR and Budget Management Analyst)

February 1998 to August 2006

The accomplishments in the most senior position I held were:

- ❑ Recognize the opportunity and gain access to more space in our building, by preparing and presenting the proposal with statistical information.
- ❑ Successfully implement the 15-million-dollar budgetary needs for the office including capital, supplemental and operational development, preparation and submission
- ❑ Develop and maintain department-wide programs involving commitment of staff from other government agencies and vendors (facilities management, drug court coordination of contract attorneys and investigatory processes and witness coordination).
- ❑ Direct staff of 50 employees in many aspects of the daily operational needs, this included primary HR duties (hiring, disciplinary, fiscal, performance evaluations and/or separations).
- ❑ Confer with and represent the Public Defender's Office Management and Clark County Management in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies.
- ❑ Prepare County Commission Agenda items for policy, funding and staffing for our office.

Prior Experience before coming to Clark County

From 1993 to 1998 I held the following positions at the companies listed below:

Home Express – Assistant Manager

Mastercraft Homes – Office Manager

Caesar's Palace – Income Control Auditor

Educational, Professional Associations and Training Information

University of Nevada Las Vegas

Bachelor of Science – Business Administration (emphasis in Management Science) – graduated 1988

Member of NACE (Nevada Association of Court Executives) – since 2006

Member of NACCA (Nevada Association of Court Career Advancement) – since 2007

Clark County Leadership Forum – graduated 2005