



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** August 15, 2019

Staff Contact: Max Cortes and Jerome Tushbant

Agenda Title: For Possible Action: Discussion and possible action regarding the creation of a new full-time Support Specialist position (A3) in the Carson City Sheriff's Office (CCSO) to comply with pre-trial risk assessment mandated by the Nevada Supreme Court. (Max Cortes, mcortes@carson.org and Jerome Tushbant, jtushbant@carson.org)

Staff Summary: The Nevada Supreme Court has mandated that all courts in the state implement a pretrial risk assessment tool for determining a defendant's risk of nonappearance or new criminal behavior if released from custody pending further proceedings. The CCSO has determined that additional personnel is necessary to implement the risk assessment program and proposes the creation of a new full-time support specialist position.

Agenda Action: Formal Action / Motion **Time Requested:** 10 mins

Proposed Motion

I move to approve the creation of a full-time CCSO Support Specialist position as presented.

Board's Strategic Goal

Efficient Government

Previous Action

The Carson City Internal Finance Committee recommended approval of the proposed action on July 17, 2019.

Background/Issues & Analysis

The Nevada Supreme Court adopted a pretrial risk assessment tool to aid all judges in making decisions regarding pretrial release of defendants and the risk of nonappearance or new criminal behavior. The CCSO, in consultation with the First Judicial District Court and Carson City Justice and Municipal Court (Courts), has determined there is the need for two positions this fiscal year in order to implement the program. One position is already funded in the Sheriff's Office budget and has been filled. The other position will be established by the Board with this agenda item. When the program is fully functional, the CCSO anticipates the need for two additional positions in FY21 to ensure proper staffing coverage and a request for funding will be brought before the Board during the preparation of the FY21 Budget. Because this is a new program, it is not yet known how many positions will ultimately be needed to operate the pretrial risk assessment program. Additional positions may be required and will be requested as part of the 2021 budget.

Applicable Statute, Code, Policy, Rule or Regulation

Nevada Supreme Court Order ADKT 0539.

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 1012014-500101 thru 1012014-500271 Salaries and Benefits

Is it currently budgeted? No

Explanation of Fiscal Impact: The new position is not budgeted; however, the Sheriff is confident that with termination savings over FY20 he will be able to absorb this position into the current budget of the detention center. If the salary savings are not enough, a transfer from contingency may be necessary. Total Salaries and Benefits for the A3 range are \$60,608 to \$84,903 annually. Due to training dates, the Sheriff will be looking to fill this position by September 1st; therefore, only 10 months of salaries for the new position will make the effect on FY20 Salary and Benefits from \$50,506 to \$70,753.

Alternatives

Do not approve the new position and provide alternative direction to staff.

Attachments:

[Sheriff Support Specialist.doc](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Sheriff Support Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	GRADE:	A3
REPORTS TO:	Civil Division Manager	DATE:	July 1, 2015

SUMMARY OF JOB PURPOSE:

Under general supervision, responsible for assisting customers with the completion of civil paperwork, fingerprints, concealed weapons permits, temporary protective orders, stalking and harassment orders, work permits, eviction notices and other law enforcement programs. Assignments may be in either the Civil Division or the Detention Facility. Employees assigned to the Detention Facility may be required to work varied shifts including nights/swing shift, weekends, and holidays.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Deals with visitors and callers who may have significant problems or require specialized services or in situations where relations are often confrontational or strained; determines the nature of the visit or the problem and explains detailed policies, procedures and regulations.
- Post and apply garnishment service fees; case service and send out for service; create proofs of service; post and apply garnishment payments; record interrogatories and forward to initiator.
- Collect appropriate fees and fines and record in system.
- Process registration, concealed weapons permits, work cards and fingerprinting.
- Collect appropriate fees, process and enter: evictions, temporary protection orders, stalking and harassment orders, subpoenas and related legal documentation.
- Stamp, date and mail jury summons.
- Arrange extraditions for fugitives from justice and prisoner transports.
- Review reports for accuracy, recognize errors and request corrections as appropriate; forward reports to appropriate jurisdictions/departments.
- Research criminal history data; compile information and forward to requesting jurisdiction/department.
- Supervises and coordinates activities of assigned volunteer staff.
- Process orders to seal records as issued by the Court; verify that information on order matches records; seal all internal records; complete required paperwork and forward to appropriate jurisdiction/department.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

(Continued Essential Functions)

- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

Additional Functions When Assigned to Detention Facility:

- Assists Sheriff's Deputies with the booking and release process
- Assists Sheriff's Deputies in manning Detention Facility control room, facility security and critical tasks in conjunction with both civilian and sworn staff members
- Employees assigned to the Detention Facility may be required to work varied shifts including nights/swing shift, weekends, and holidays.
- Conduct standardized interviews and make recommendations in pre-trial release investigations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a High School Diploma or GED AND two (2) years of administrative support experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license.

Required Knowledge and Skills**Knowledge of:**

- Policies and procedures of the Sheriff's Office.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Record keeping practices and techniques.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format procedures.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Reviewing documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Reading, interpreting and explaining rules, policies and procedures.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with staff at various levels and the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Researching, interpreting and summarizing criminal justice records
- Providing credible testimony in court or during other inquiries

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

CONDITIONS OF EMPLOYMENT:

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. Employees assigned to the Detention Facility may be required to work varied shifts including nights/swing shift, weekends, and holidays.
6. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.75 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.
7. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
8. Carson City is an Equal Opportunity Employer.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"