

SUMMARY: Assigns certain personnel to the direct supervision of the District Court; establishes the position of Court Administrator.

BILL NO. 384

ORDINANCE NO. 230

AN ORDINANCE ESTABLISHING THE POSITION OF COURT ADMINISTRATOR UNDER THE SUPERVISION OF THE DISTRICT JUDGES; PROVIDING FOR HIS APPOINTMENT; SPECIFICALLY ASSIGNING CERTAIN INDIVIDUALS EMPLOYED IN THE OFFICE OF THE CLERK OF THE DISTRICT COURT AND THE WASHOE COUNTY LAW LIBRARY TO THE DIRECT SUPERVISION OF THE DISTRICT JUDGES; PROVIDING FOR THE DUTIES OF THE COURT ADMINISTRATOR; MAKING PROVISION FOR NECESSARY BUDGET ADJUSTMENTS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO. (Amended by Bill 406, Item 75-88, Bill 407, Item 75-89 and Bill 425, Ord. 262, Item 75-678)

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Section 32 of Article 4 of the Nevada Constitution and NRS 3.250 and 246.060 provide that the County Clerk is ex officio Clerk of the District Court. Section 1 of Article 3 of the Nevada Constitution provides for a separation of governmental powers, prohibiting the exercise of powers properly belonging to the Judicial Department by any other governmental department. The purpose of this ordinance is to:

- A. Recognize that employees in the office of the Clerk of the District Court are under complete jurisdiction and control of the District Judges and are exempt employees pursuant to subparagraph (1) of paragraph (d) of subsection 2 of section 20 of Washoe County Ordinance No. 213. (Amended by Bill 406, Item 75-88 and Bill 425, Ord. 262, Item 75-678)
- B. Recognize that the employees of the Washoe County Law Library are also exempt employees, since the law library is an important adjunct to the judicial function, under the provisions of subparagraph (1) of paragraph (d) of subsection 2 of section 20 of Washoe County Ordinance No. 213. (Amended by Bill 407, Item 75-89 and Bill 425, Ord. 262, Item 75-678)
- C. Provide a method, by the appointment of a Court Administrator, for the institution of administrative methods and procedures for the improvement of the judicial system. (Added by Bill 425, Ord. 262, Item 75-678)

SECTION 2. The District Judges by majority action shall appoint upon the effective date of this amendatory ordinance a Court Administrator. (Amended by Bill 407, Item 75-89)

SECTION 3. The Court Administrator shall, under the supervision and direction of the District Judges:

Exhibit 2 (3pgs)

(1)

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- A. Prepare and submit budgets to the County Manager and the Board of County Commissioners necessary for the maintenance and operation of the judicial system and make recommendations in respect thereto.
- B. Attend to such other matters as may be assigned by the District Judges.

SECTION 4.

- A. Effective on June 20, 1974, the following named individuals are assigned as exempt employees of the District Judges:

1. Coon, Alexander	0159	Chief Civil Deputy
2. Ceccarelli, Aldo	0127	Court Clerk Supv. II
3. Bowen, Colleen	0121	Court Clerk I
4. Brackett, Patricia	0123	Court Clerk II
5. Jaffe, Ethel	0123	Court Clerk II
6. Matlack, Sandra	0123	Court Clerk II
7. Ryan, Bernice	0123	Court Clerk II
8. Sopher, Vernetta	0123	Court Clerk II
9. Wright, Oma	0121	Court Clerk I
10. Delong, Gayle	0121	Court Clerk I
11. Whitmore, June	0123	Court Clerk II
12. Holland, Modena	0121	Court Clerk I
13. Koffler, Joyce	0022	Principal Clerk Typist
14. Ince, Ralph	0124	Jury Commissioner
15. Snow, Loretta	0124	Jury Commissioner
16. Koontz, Frank	0145	Civil Office Supervisor
17. Brown, Jo Ann	0122	Civil Counter Clerk
18. Carey, Anne	0122	Civil Counter Clerk
19. Courtney, Terry	0021	Clerk Typist II
20. Cunningham, Beverly	0122	Civil Counter Clerk
21. Hasson, Richard	0122	Civil Counter Clerk
22. Johnson, Marilyn	0021	Clerk Typist II
23. Leach, Bonnie	0122	Civil Counter Clerk
24. Livermore, Elizabeth	0122	Civil Counter Clerk
25. Lovejoy, Judith	0024	Administrative Secty. II
26. McKenzie, Mabel	0122	Civil Counter Clerk
27. Machen, Ronalene	0122	Civil Counter Clerk
28. Morz, Rita	0122	Civil Counter Clerk
29. Hicks, Gladys	0122	Civil Counter Clerk
30. Sauer, Mary	0122	Civil Counter Clerk
31. Ronchetti, E. Teddy	0122	Civil Counter Clerk
32. Schmidt, Oswald	0318	Accountant

SECTION 5. Necessary and authorized microfilming of judicial records shall be the obligation of the County Clerk.

SECTION 6. The County Manager is directed to take necessary action to adjust the budgets of the District Judges and the county departments affected by the provisions of this Ordinance for the appropriate fiscal years in order to effectuate the purposes of this ordinance. (Amended by Bill No. 406, Item 75-88)

SECTION 7. This Ordinance shall be in full force and effect after its passage, approval and publication as prescribed by NRS 244.100.

Proposed on the 28th day of May, 1974.

Proposed by Commissioners Rusk, Nelson, Pagni, Scott and Grow.

Passed on the 5th day of June, 1974.

Vote:

Ayes: Commissioners: Rusk, Nelson, Pagni, Scott and Grow.

Nays: Commissioners: None.

Absent: Commissioners: None.

Robert F. Rusk
Chairman of the Board

ATTEST: H. K. BROWN, CLERK

By: Alex Coon
Chief Deputy Clerk

This Ordinance shall be in force and effect from and after the 21st day of June, 1974.