



The Supreme Court of Nevada

Job Title: Family Court Liaison

Closing Date: Until recruitment is filled

Location: Carson City or Las Vegas

Salary: \$76,158.96 to \$97,122.48 annually (salary is based on employee/employer pay scale)

Description

The Family Court Liaison supports coordination and communication efforts between the Administrative Office of the Courts (AOC) and Nevada's family courts. This role will work closely with family court judges, court administrators, legal staff, and community partners to enhance the effectiveness and accessibility of family court processes, to support the effective flow of communication between the family courts and the AOC, and to provide technical support and training to the family bench, as needed. This position will also support other judicial programs and projects as necessary, contributing to the AOC's role as an influential and respected voice for the Nevada judiciary. The Family Court Liaison may, at the discretion of the State Court Administrator, represent Nevada in appropriate national programs, initiatives, and conferences related to family law and judicial administration.

Key Responsibilities:

1. Family Court Communication and Coordination:

- Serve as the primary liaison between the Administrative Office of the Courts (AOC) and family courts across Nevada, facilitating consistent communication between family court judges, administrators, and other appropriate justice partners.
- Assist in the development, implementation, and evaluation of family court programs to ensure alignment with goals and best practices.
- Provide support and technical assistance to family court personnel on case management, best practices, and procedural matters, as requested.
- Develop and recommend strategies for improving family court services, ensuring they meet the needs of families while adhering to legal standards and policies.

- Collaborate with internal and external partners to improve delivery of services and access to justice.
 - Organize and disseminate information, resources, and case summaries to the family bench through uniform processes.
- 2. Judicial Program Support and Cross-Program Collaboration:**
- Support other judicial programs and initiatives, as needed, to improve the overall functioning of the judicial system in Nevada. This may include projects related to criminal, civil, and/or juvenile matters.
 - Participate in cross-functional teams focused on judicial system improvements, including those related to technology integration, access to justice, and court modernization.
 - Provide backup support to other AOC staff and court programs during periods of high demand or resource constraints.
- 3. Representation and National Engagement:**
- Represent Nevada in appropriate national family law programs, conferences, and initiatives, as authorized by the State Court Administrator. This may include participation in committees, working groups, and presentations on behalf of the state.
 - Stay informed on national trends and best practices in family law and court administration, ensuring Nevada's family courts remain at the forefront of innovation and effectiveness.
 - Share insights, resources, and opportunities for collaboration with Nevada's family court system based on national-level engagements.
- 4. Training and Professional Development:**
- Create and deliver online and in-person training to judges and family court personnel on emerging issues, new policies, and best practices.
 - Coordinate access to and maintain library of on-demand training resources for Nevada's family bench.
 - Create and promote professional development opportunities for family court judges, clerks, and staff to enhance court operations and improve service delivery.
 - Foster a culture of continuous improvement and learning within Nevada's family court system.

To learn more about the job and to apply, visit:

https://nvcourts.gov/aoc/administration/people_operations/people_operations_overview/careers