

Submission Order for Hiring Packets Nebraska Judicial Branch

Administrative Office of the Courts and Probation (AOCB)

Effective September 3, 2024

When you have made your decision about which candidate to hire and you have the supporting evidence to proceed (scoring sheets, etc.):

- 1: Contact the candidate and extend the conditional offer to hire.
2. Ask the candidate to complete the Background Request form and sign the Background Check letter of understanding, explaining them the importance of being honest and forthcoming about past arrests and convictions.
3. Once you have the signed forms, send the two background forms to the email address listed on the form and wait for the background to be reviewed
4. following receipt of the “cleared” background check email from the Administrative Office. Materials shall be ordered in the following order:
 - A. Documentation of Hiring Procedures form (Page 2)
 - B. Criminal History Background Check clearance email
 - C. Request for increased salary considerations
 - D. Position screening criteria form (Used in interview selection)
 - E. Personnel interview worksheet - RECORDERS COPY ONLY
 - F. Supplemental questions or writing examples required
 - G. Final Interview scoring sheet (used to score interviews) (only one copy necessary)
 - H. Documentation of reference checks
 - I. Verification of education (If Applicable)
 - J. Verification of licensure (If applicable)
 - K. Other pertinent information

The AOCB will run, and retain in a secure location, the following information as part of the hiring packet. This information will not be returned.

- L. Background check letter of understanding
- M. Criminal history record check request form
- N. NCJIS/Justice record check, including all aliases
- O. NCIC record check, including all aliases
- P. Local record check (If available) with explanation
- Q. Other pertinent information

Request to Hire (RTH)

Submit Court related positions to nsc.courthiring@nejudicial.gov

Probation related positions to nsc.probationhiring@nejudicial.gov

Job Title _____ Pay Grade _____ Position Number _____

Requisition Number _____ District/Court _____ FTE Status _____

Current/Last Employee in Position _____ Vacancy Date _____

Supervisor _____ Primary Location _____

Vacancy posted for a minimum of six days from _____ to _____.

Applicant pulled from a different Requisition Number _____

No outside applications/resumes were accepted for any candidate.

Selected candidate received a "conditional" job offer noting the requirement for a criminal history check.

All other candidates are notified they were not selected for the position.

List names of applicants offered interviews for this position:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Candidate Chosen for the position: _____

Is this candidate transferring from another state agency? No Yes Agency:_____

Is this candidate a current Judicial Branch Employee? No Yes

Is this candidate a former Judicial Branch or state employee? No Yes

Is this candidate a licensed attorney in Nebraska? No Yes

Projected Start Date: _____

Salary: _____*

*(New hires above hiring rate or other increased salaries, you must attach AOCPC approval)

_____	_____	_____
Name of Requestor	Signature	Date

_____	_____	_____
Approval	Signature	Date

Corey R. Steel
State Court Administrator



Gene Cotter
State Probation Administrator

Date: _____

Dear _____,

Thank you for your interest in the position of _____ with the _____.
I am pleased to offer you this position, conditioned upon a satisfactory result of your criminal history and background check.

If you accept this offer and the conditions are met, your beginning salary will be _____ per month (\$ _____ annually) plus benefits. You will serve an original provisional period of _____ months from the date of hire. If you are hired below the minimum permanent rate and you do not receive an increase to, or above, minimum permanent rate, your salary will be increased to that minimum permanent rate upon successful completion of your provisional period. Your employment will begin on _____.

Please give this conditional offer your consideration and let us know whether you accept it within three days from the date of this letter. If you accept, please forward the "Background Check Letter of Understanding" form and the "Criminal History Record Check" form to me so we may proceed with the background screening process. On the form entitled "Criminal History Record Check," complete only the section entitled "Subject Information." We may also contact your previous supervisors for employer references.

If you have any questions, do not hesitate to call me at _____ or email me at _____.

Sincerely,

(Print Name and Position Title)

Background Check Letter of Understanding

_____, 20 ____

I understand I have been offered the job of _____ with the _____ and that this offer is contingent upon a satisfactory result of criminal history screening. I understand the business necessity of this screening given that court employees have positions entailing public trust and have access to information of a confidential nature.

I have not been convicted of a violation of law, other than a minor traffic violation. (A conviction will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction to the job will all be considered. Convictions such as Driving Under the Influence of alcohol/drugs, Driving Under Suspension, Minor in Possession, Possession of marijuana/paraphernalia are not minor traffic violations and must be included. Further, any case referred to and/or dismissed due to participation in a Diversion or similar program must be listed. While these items will NOT automatically disqualify anyone from a position, they will show up on the record check and should be disclosed to avoid appearances information is being withheld.)

If you answered in the affirmative, please describe the conviction(s):

State(s) of residency over the last 10 years:

Full Name:

Other names used (including maiden):

Date of Birth:

Social Security Number:

Driver's License Number:

State of Issuance:

Expiration:

Signature:

Work location:

CRIMINAL HISTORY RECORD CHECK

THIS FORM IS TO BE UTILIZED AND PROCESSED ONLY AFTER AN APPLICANT HAS BEEN OFFERED A POSITION OF EMPLOYMENT.
SEND THE COMPLETED PRINTED OR TYPED FORM TO nsc.backgroundcheck@nejudicial.gov.
DO NOT include any other entity on your submission.

REQUESTING OFFICE INFORMATION (Please Print or Type)

REQUESTING OFFICE: _____

REQUESTING SUPERVISOR'S PRINTED NAME: _____

DATE REQUESTED: _____ EMAIL ADDRESS: _____

SUBJECT INFORMATION

NAME: _____ DOB: _____

MAIDEN/ALIAS NAME(S): _____
(COMPLETE SEPARATE PAGE FOR ADDITIONAL NAMES/MAIDEN/ALIAS)

GENDER: _____ RACE: _____ SOCIAL SECURITY #: _____

STATE(S) OF RESIDENCY OVER THE LAST TEN YEARS: _____

NCIC

DMV

PURPOSE: CRIMINAL JUSTICE (Code C)
 CRIMINAL JUSTICE EMPLOYMENT (Code J)

DRIVER'S LICENSE # (if available): _____ STATE: _____

OFFICE USE ONLY ----- DO NOT WRITE IN THIS AREA

OPERATOR SIGNATURE: _____ DATE: _____

CLEARED / Approved for Hire

NOT CLEARED / Not approved for Hire

RELEASED TO: Authorizing Signature: _____

DATE: _____



NSC IT New Hire Checklist

521 S. 14th St., Suite 400, Lincoln, NE 68508
Email: its-technicalsupport@nejudicial.gov
Support: 531.289.3680
Fax: 402.471.3071

AOC/AOP New Employee Information Technology Checklist (Pre-hire)			
Please complete this page as soon as the request to fill vacancy is approved			
Date:		Dept.:	
Hiring Manager:			
Position:			

Primary location of employee (full address)

Computer Equipment Needed:

Will this employee be using existing equipment? Yes No
(if "Yes", Previous employee name: _____)

Will this employee be traveling for their position? Yes No (if "No", please select desktop)

Purchase new equipment:

 Desktop Computer, Keyboard/Mouse

 Laptop Computer, Docking Station, Keyboard/Mouse

 Tablet with Wireless Data Plan*, Docking Station, Keyboard/Mouse (*Data Charges Apply)

 27" Single Monitor

 19"/20" Dual Monitor

 Other ● _____

 ● _____

 ● _____

Desk Phone:

 New install needed?

 Use existing line #: _____

 None, will use State cell phone a primary line (Please see page 2 for post-hire)

Network printers this employee will need to print to: _____

Network drives this employee will need access to: _____

Special applications, besides Microsoft Office Suite, this employee will need to have installed:

AOC/AOP New Employee Information Technology Checklist (Post-hire)			
*** This section is to be completed upon hiring of the new employee. ***			
Date Pre-hire submitted:		Dept.:	
Hiring Manager:			
Position:			

Employee Name:	
Start Date:	

Is this person currently a State employee?	Yes	No
If "Yes", which agency? _____		
Does this person currently have a State email account?	Yes	No
If "Yes", please enter email: _____@nebraska.gov		

Does this employee need a State cell phone?	Yes	No
<i>(must be approved for position)</i>		
Using previous employee's phone and number: _____)		
or		
Order new phone account:	iPhone	Android

Send to: its-technicalsupport@nejudicial.gov

Thank you!

NEW EMPLOYEE REQUEST FOR JUSTICE USER ID

1. County Name: _____
2. Court: ___ County Court ___ District Court ___ Separate Juvenile
3. Employee Name: _____
4. Court Position: _____
5. Effective Start Date: _____
6. Pass Thru needed to other counties (List all counties) _____

7. Case Type:
- | District Court | County Court |
|--------------------|--------------|
| Civil | Adoption |
| Criminal | Civil |
| Juvenile | Criminal |
| Miscellaneous - MS | Juvenile |
| Miscellaneous - MJ | Probate |
| | Small Claims |
| | Traffic |

8. Authority needed:
- Issue, Adjust, & Void Receipts & Checks – Check Printer ID: _____
 - Issue Non-monetary Receipts
 - Docket Authority (Judge Staff)
 - Registrar/Division Manager (CC only)
 - Sealed records per statute (Juvenile "J"/Adult "X")
 - Sealed record by Court Order (Sealed with "Y ")
 - Sealed Images - Y
 - Confidential Images
 - Confidential Fields

9. Cash Drawer:
- Assign Cash Drawer - Number _____
 - Do not assign a cash drawer – will not be issuing receipts

10. E-mail:
- Create a new state e-mail address for this Employee
 - Will not need a state e-mail address at this time
 - If not using State e-mail account, what e-mail address will be used? _____

11. User to receive JUSTICE Updates: Yes No
12. User to receive Missing Juvenile Data Report: Yes No

12. Will employee be processing e-filings: ___ Yes ___ No
- E-file case types needed: ___ Civil ___ Criminal ___ Juvenile ___ Probate Traffic

13. Additional Comments: _____

Date: _____
Requested By: _____
Phone Number: _____