



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## COURT CLERK

\$77,729.60-101,067.20 annual salary

**Plus a comprehensive benefits package**

### How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification  
(proof of highest degree completed)  
Providing diploma or unofficial transcripts and common methods of verification.

*We do not accept resumes in lieu of the District Court Application*

Direct application packet to:

SJDC Human Resources  
775-328-3405 (phone)  
775-325-6601 (fax)  
HR@washoecourts.us

### Mail

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501



*The Second Judicial District Court is an  
Equal Employment Opportunity  
Employer*

**Announcement: December 23, 2024**

**Filing Deadline:** Applications must be received no later than Friday, January 10, 2025, by 5:00 p.m. (PST). Mailed applications must be postmarked by this date.

Interested applicants should apply online at <http://www.washoecourts.com>.

### THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

**Individuals requiring accommodation during the application and/or hiring process should notify Human Resources.**

**POSITION DESCRIPTION**

Under supervision of Court Administration, performs a variety of difficult, complex, and confidential duties in support of Court operations and functions; serves as courtroom clerk; prepares and processes necessary materials and documents; and provides information regarding Court programs, policies, and procedures. Specific duties and responsibilities vary significantly depending upon the assigned Court department, division, or office and assigned special projects. This job may require completion of job duties either at District Court facilities or from a remote working location.

**SUPERVISION EXERCISED**

Exercises no direct supervision over other employees.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Serves as a knowledgeable resource for information regarding Court policies, procedures, objectives, and operational functions in the assigned area; responds to inquiries in-person and by telephone; provides information utilizing judgment, knowledge, and interpretation; resolves complaints; refers those making inquiries to appropriate source(s) as necessary.

Receives, compiles, and organizes information for the preparation of documents, records, reports, and correspondence as assigned; composes confidential documents and reports; files various pleadings, depositions, exhibits, and other documents during court proceedings; maintains confidentiality of information.

Prepares, certifies, serves, and processes judgments, orders, findings and recommendations, decrees, and warrants; prepares orders issued during hearings by judicial officers; processes and mails referrals; processes and delivers bond information and forfeitures.

Performs a full range of legal clerical work in processing cases before the District Court; processes, prepares, and files/e-files required documents and reports; maintains Court dockets and permanent files; types and prepares a variety of documents for the Court including minutes of hearings, trials, and proceedings.

Records, memorializes, files/e-files, and maintains a permanent minute record of court proceedings and hearings including confidential/closed hearings; enters dispositions of hearings.

Administers oaths to witnesses, interpreters, and jurors; announces information, indictments, and verdicts in the courtroom.

May prepare Court calendar; builds and/or reviews case files prior to hearings; verifies that files are complete; prepares files or electronic binders for proceedings and checks files for appropriate documents/pleadings and settings; delivers files to appropriate personnel.

May collect, prepare, mark, and maintain exhibits for court; preserves the integrity of physical evidence including narcotics, weapons, and other items; maintains inventory of exhibits; prepares and delivers a current list of physical evidence and exhibits to counsel and Court personnel; returns exhibits to the custodian of exhibits when trial or hearings is completed.

May calendar court events; coordinates with other departments to adjust schedule and distribute overflow cases; enters information into computer system; verifies accuracy of hearing schedule and department; distributes a daily calendar to appropriate parties including the bailiff, court reporter, attorneys, and other Court personnel; notifies interested parties of changes in the calendar.

Performs case data entry and may perform case maintenance for statistical reporting purposes.

May calculate, record, and monitor the time of each hearing; may compile statistics on proceedings including hearings, continuances, and other scheduled events; monitors all criminal and civil cases; runs daily terse.

May manage virtual court hearings via Zoom or a similar on-line platform and perform in-court duties using remote resources.

**OTHER JOB-RELATED DUTIES**

Performs related duties as assigned by Court Administration.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

***Knowledge of***

- Court procedures and functions of the assigned position;
- Court operations, services, and activities of the assigned program within the District Court system;
- Pertinent federal, state, and local laws, codes, and regulations including administrative departmental policies and procedures;
- Legal procedures and practices involved in processing and filing a variety of legal documents;
- Legal terminology and the forms and documents used in legal clerical work;
- Principles and practices used in minute taking and preparation;
- Alphabetical, numerical, and subject matter filing systems;
- Principles and practices of data collection and report preparation;
- Principles and techniques used in dealing with the public;
- Principles of professional writing;
- Modern office methods, procedures, and equipment including computer software programs and applications; and
- Knowledge of virtual meeting platforms such as Zoom.

***Skills to***

- Efficiently and skillfully operate modern office equipment and experience with Windows 10 and the latest Microsoft Office suite of products;
- Type and enter data at a speed necessary for successful job performance;
- Sufficiently write and prepare legal documents; and
- Act with utmost professionalism towards colleagues, the public, and judges at all times.

***Ability to***

- Learn the procedures and functions of the assigned position;
- Learn the operations, services, and activities of the assigned program within the District Court system;
- Learn to explain and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- Understand the organization and operation of the Court necessary to assume assigned responsibilities;
- Prepare and maintain accurate and complete records, documents, and legal materials;
- Respond to requests and inquiries from the general public;
- Meet and deal tactfully and effectively with the public;
- Maintain confidentiality of sensitive information;

- Plan and organize work to meet schedules and deadlines;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Perform the functions of the assigned procedure in a remote working environment;
- Perform the functions of the assigned position with minimal direct supervision;
- Communicate clearly and concisely, both orally and in writing; and
- Maintain effective working relationships with those contacted in the course of work.

**Special Requirements**

*Essential duties require the following physical skills and work environment.*

- Ability to sit for extended periods in a courtroom environment;
- Ability to frequently stand and walk;
- Ability to lift and move objects weighing up to 25 lbs; and
- Ability to work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in an employee's household.

**Experience and Training Guidelines**

***Experience/Training***

Two years of increasingly responsible legal, administrative support experience involving public contact in a legal environment

***Minimum Education***

Associate degree from a college or university

***Preferred***

Paralegal Certificate