

**SECOND JUDICIAL DISTRICT COURT**  
**WASHOE COUNTY**  
**STATE OF NEVADA**

**LAW CLERK – DEPARTMENT 11**  
**FAMILY DIVISION**

\$78,665.60 annual salary  
Plus a comprehensive benefits package

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**Announcement: November 20, 2018**

**Assignment period begins: January 1, 2019**

**Filing Deadline:** Open Until Filled

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

A complete application packet will consist of the following items:

- ✓ Completed District Court Application [HERE](#)
- ✓ Cover Letter
- ✓ Resume, including class rank
- ✓ Law School Transcript
- ✓ Writing Sample
- ✓ References

**How to apply:** Completed application packets should be mailed to:

Judge Chuck Weller  
Second Judicial District Court  
75 Court Street  
Reno, NV 89501  
**Email:** Sara.Blake@washoecourts.us  
**Fax:** 775-325-6603  
**Phone:** 775-328-3800

**Selection Process:** Applications will be evaluated and those most qualified will participate in an oral interview before the Judge.

The Second Judicial District Court is an Equal Employment Opportunity Employer

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## **DEFINITION**

Under direction, provides assistance to the judge(s) of the District Court by researching legal issues before the Court; prepares written summaries of findings for the judge(s). Specific duties and responsibilities may vary depending upon the assigned department, division, and office. *Please note: This is a law clerk position assigned to Department Eleven of the Second Judicial District Court - Family Division. This Department has original, exclusive jurisdiction of all family court proceedings as set forth in NRS 3.233.*

Law Clerks are at-will employees, and the work is performed under the supervision of the district judge.

## **SUPERVISION EXERCISED**

Exercises occasional supervision over unpaid volunteer student interns.

### **Major duties would include:**

- Analyzes, researches, and prepares draft orders for signature to written family law cases. Reviews orders prepared and submitted by counsel.
- Conducts comprehensive research and studies of legal issues before the Court.
- Researches, reviews, and analyzes applicable cases and statutes; prepares written summaries of findings for the judge(s); prepares draft decision memoranda, orders, and other documents for review and appropriate signature.
- Advises staff on proper procedural changes; reviews motions filed with Court.
- Conducts special projects as assigned.
- Assists Court personnel with a variety of tasks and duties as assigned including preparation for trials, settlement conferences, and other proceedings; provides administrative assistance as needed.
- Performs related duties as assigned.

### ***Knowledge of:***

Procedures and functions of the assigned position

Operations, services, and activities of the assigned program within the District Court system

Pertinent federal, state, and local laws, codes, and regulations

Legal practices and precedents of the assigned area

Principles of criminal, civil, family, constitutional, and administrative law

Judicial procedures and the rules of evidence

Practices, methods, and materials of legal research

Procedures, documents, and terminology used in court cases

### ***Ability to:***

Assume responsibility for an assigned area of legal research

Interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions

If not already licensed or a member of a state bar, then the ability and intent to be licensed or a member of a state bar

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 interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions

Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems

Analyze and appraise a variety of legal documents and instruments

Present statements of fact and law clearly and logically in written and oral form

Deal tactfully and courteously with others

Communicate clearly and concisely, both orally and in writing

Maintain effective working relationships with those contacted in the course of work

**Minimum qualifications:**

- Graduation from an accredited law school
- Dedication to promptness and excellent work products
- Knowledge of personal computers and software, Microsoft Office suite and Adobe Acrobat office products is desired
- Ability to operate modern office equipment including computer
- Excellent analytical and writing skills

**Preferred:**

- Demonstrates experience and/or interest in family law