



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

**Department 4 Law Clerk**  
**\$101,067.00 along with any Cost-of-Living Adjustment (COLA) for 2025**  
**Plus a comprehensive benefits package**

## How to Apply

A complete application packet will consist of the following:

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

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

Direct application packet to:

SJDC Human Resources  
775-328-3110 (phone)  
775-325-6601 (fax)  
[HR@washoecourts.us](mailto:HR@washoecourts.us)

or

### **Mail**

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501



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

**Announcement: November 22, 2024**

**Filing Deadline: Open Until Filled**

**Assignment Period:** Position commences August 2025, ending in August 2026.

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!

**POSITION DESCRIPTION**

Under the direction of, and to provide assistance to, the Honorable Connie J. Steinheimer, District Judge, in the Second Judicial District Court. Law Clerks are at-will employees, and the work is performed under the supervision of the district judge.

**Major duties would include:**

- Review, study, research, and annotate laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepare briefs, legal memoranda, and statement of issues involved, including appropriate suggestions or recommendations to the judge, and/or proposed orders to written civil and criminal motions after researching and analyzing argument and legal issues.
- Compile references on laws and decisions necessary for legal determinations.
- Conduct comprehensive research and studies of legal issues for the court.
- Attend court sessions to hear oral arguments, evidentiary hearings, and jury and non-jury trials.
- Advise staff on proper procedural changes, assist with completing legal forms, and documents.
- Conduct special projects as assigned.
- Assist 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.

**Minimum qualifications:**

- Graduation from an accredited law school.
- Graduate in the top 20% of graduating law school class.
- Excellent analytical and writing skills.