



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 are 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, Room 220A
Reno, Nevada 89501



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

SECOND JUDICIAL DISTRICT COURT

**WASHOE COUNTY
STATE OF NEVADA**

Deputy Clerk – Resource Center and Protection Order Help Center

\$61,484.80 - \$79,913.60 annual salary

Plus a comprehensive benefits package

Announcement: May 19, 2025

Filing Deadline: Applications must be received no later than Friday, June 6, 2025, by 5:00 p.m. (PDT). Mailed application 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!

DEPUTY CLERK – RESOURCE CENTER/POHC

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POSITION DESCRIPTION

The Resource Center and Protection Order Help Center in the Second Judicial District Court provide access to justice for all court users by providing a mechanism for filing court documents, creating and maintaining an accurate court record, making public court records accessible and directing the public to available resources. Under the umbrella of an Assistant Court Administrator, this position performs administrative support impacting the general business operations of the Resource Center and Protection Order Help Center.

This position is scheduled Monday through Friday, with shifts that may start as early as 7:45 a.m. or end as late as 5:30 p.m.

SUPERVISION EXERCISED: Exercises no supervision.

EXAMPLES OF ESSENTIAL DUTIES

Creates a welcoming and professional environment for patrons, listens to and assesses the needs of patrons, answers questions accurately and effectively, gives high priority to patron satisfaction, and refers patrons to appropriate court services or official external agencies and legal resources as needed.

Answers phone calls and emails promptly and professionally and provides accurate information to patrons.

Assists with and performs a variety of office support and court support assignments while working within the functions, procedures, and operations of the District Court system. Provides word processing and data entry support.

Responds to public requests for information and inquiries relating to Court procedures, rules, and services. Answers questions and provides information within specific guidelines.

Provides forms, applications, and other materials to the public to increase access to justice.

Demonstrates an awareness of public and confidential case documents and follows all guidelines for handling such documents.

Performs a variety of clerical support duties including preparing, typing, copying, collating, and filing various Court documents, forms, reports, records, and other materials in the Court's case management system.

Maintains and updates computer information.

Assists Court personnel in locating files and documents as necessary.

Receives and files, both electronically and in paper format, new cases, recognizes the different types of cases and charges filing fees accordingly, assigns case numbers, and enters case information into the computer system.

Adheres to court policies and procedures governing the sealing of records and files including the handling of confidential and sealed information.

Rebuilds paper case files to create an electronic record.

Receives and maintains filings for various cases, documents, correspondence, and memoranda.

Reviews documents for compliance with the no rejection policy outlined in Rule 10.

Receives and correctly receipts all money submitted to the Court.

Verifies that all scanned images are complete, accessible, and accurate.

Understands the process for electronic filing including account set-up, converting documents to PDF, electronically filing documents, and approving or rejecting electronically e-filed documents.

Performs other job-related tasks as assigned.

JOB COMPETENCIES

Knowledge of:

- Principles and practices used in effectively dealing with the public;
- Modern office practices, methods, and computer equipment/software;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Basic mathematical principles;
- Legal procedures, documents, and terminology related to Court cases; and
- Virtual meeting platforms such as Zoom.

Ability to:

- Operate office equipment, including computer equipment;
- Learn the procedures and functions of the assigned position;
- Deal tactfully and courteously with the public and legal representatives in providing information about Court functions and proceedings;
- Perform a variety of specialized office and administrative support assignments;
- Communicate clearly and concisely, both orally and in writing;
- Ascertain the difference between legal advice and legal procedure;
- Maintain effective working relationships; and
- Lift and move objects up to 50 pounds.

Skills to:

- Analyze information and process a variety of documents accurately.

MINIMUM QUALIFICATIONS

Education

High school diploma or equivalent.

Experience

At least one year of experience in performing legal processing or one year of general office or administrative related functions. Completion of two years of college with coursework in areas related to criminal justice, legal and court procedures, record handling procedures, or a related field will also be considered.

Preferred

Experience using databases, Outlook, Word, Excel, and Adobe software.

Ability to demonstrate professional customer service, understand cash handling procedures, and handle sensitive and confidential information.

BA/BS degree

Spanish skills (written and verbal)