



SECOND JUDICIAL DISTRICT COURT WASHOE COUNTY STATE OF NEVADA

How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

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@washocourts.us

Mail

Second Judicial District Court
75 Court Street
Reno, Nevada 89501



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

Deputy Clerk – Filing Office

\$51,251.20 - \$69,742.40 annual salary (DOE)

Plus a comprehensive benefits package

Announcement: September 15, 2022

Filing Deadline: Open Until Filled

Interested applicants should apply online at <http://www.washocourts.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

The Filing Office in the Second Judicial District Court provides 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 direction of the Filing Office Manager, this position performs administrative support impacting the general business operations of the Filing Office and the District Court.

SUPERVISION EXERCISED

Exercises no supervision over other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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.

Provides general information and assistance to the public by directing callers and visitors to the appropriate resources available in the Court, outside agencies or other community services.

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 responsible 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, all new cases, recognizes the different types of cases and charges filing fees accordingly, assigns case numbers, and enters case information into the computer system.

Processes all document types including Court Orders and Judgments.

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

Completes any case handling processes directed to the Clerk of Court in a Court Order to include

orders for case consolidations and changes of venue.

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.

Monitors all appellate documents to maintain compliance with Nevada Rules of Appellate Procedure and Nevada Revised Statutes.

Receives and correctly receipts all money submitted to the Court.

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

Complies with and enforces all record retention and retrieval regulations, policies, and procedures; prepares, updates, and maintains adequate indexing systems and summary reports of retained records.

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.

Ability to lift and move objects up to 50 pounds. Performs other tasks as required.

COMPETENCIES

- Knowledge of principles and practices used in effectively dealing with the public and stakeholders;
- Knowledge of modern office practices, methods, and computer equipment/software;
- Knowledge of English usage, spelling, vocabulary, grammar, and punctuation;
- Knowledge of basic mathematical principles;
- Knowledge of legal procedures, documents, and terminology related to Courtcases;
- Knowledge of virtual meeting platforms such as Zoom;
- Ability to perform the functions of the assigned procedures in a remote working environment;
- Ability to work remotely via an internet network connection provided by the employee, as needed. 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;
- Ability to perform the functions of the assigned procedures in a traditional office environment;
- Ability to operate office equipment, including computer equipment;
- Ability to learn the procedures and functions of the assigned position;
- Ability to deal tactfully and courteously with the public and legal representatives in providing information about Court functions and proceedings;
- Ability to perform a variety of specialized office and administrative support assignments;
- Ability to communicate clearly and concisely, both orally and in writing;

- Ability to ascertain the difference between legal advice and legal procedure;
- Ability to maintain effective working relationships; and
- 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 in lieu of general office experience.

Preferred

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

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

BA/BS degree