



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@washoecourts.us



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

COURT SERVICES OFFICER

**Intermittent Position (on-call), no paid
benefits \$22.03 per hour**

Announcement: July 9, 2021

Filing Deadline: Open Until Filled

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 supervision of District Court Administration and the Court Services Program Manager, Court Services personnel perform a variety of duties involved in pretrial activities including investigation and case management; provide information and recommendation regarding defendants to judges and other Court personnel.

This position is shift work and may include nights, weekends and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Interview incarcerated defendants; receive and evaluate written requests from defendants; gather pertinent information and evaluate eligibility for Public Defender and/or OR release; provide unbiased reports to the presiding judicial authority, conduct interviews with law enforcement personnel, outside agencies, employers, family members, and friends regarding defendants; perform background criminal history checks; establish and assign conditions of release.

Conduct investigations including collecting, compiling, verifying, and evaluating information regarding defendants; assess the level of supervision required for defendants; provide on-going case information to judges and to other Court personnel, recommend release conditions or impose Court ordered conditions; notify the Courts of defendants who fail to comply with release conditions and, in some cases, recommend revocation of the release. Completes a thorough criminal history audit and the Nevada Pretrial Risk Assessment.

Serve as a resource and information source regarding various Court policies, procedures, objectives, and operational functions in the assigned area; respond to inquiries in person and by telephone; provide information utilizing judgment, knowledge, and interpretation; resolve complaints; refer callers to appropriate source as necessary.

MINIMUM QUALIFICATIONS

Education

High School diploma or equivalent.

Special Requirements

Ability to work in a detention facility environment. Must pass the background investigation conducted by the Washoe County Sheriff's Department.

Must be willing to work nights, weekends and holidays

Preferred

Two years' experience in law enforcement, criminal justice, pretrial service or probation activities.

Bilingual – Spanish