



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
75 Court Street, Room 220A
Reno, NV 89501
775-328-3110 (phone)
775-325-6601 (fax)
HR@washoecourts.us



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

Judicial Administrative Assistant-Department 15
\$113,484.80/annual
Plus, a comprehensive benefits package

Announcement: December 1, 2025

Filing Deadline: Applications must be received by Monday, December 22, 2025, by 5:00 p.m. (PST). Mailed applications must be postmarked by this date.

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

THE DISTRICT COURT

The Second Judicial District Court is a part of the judicial branch of government and its jurisdiction includes 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 direction of the assigned Judge, this position performs a variety of highly responsible, confidential, and complex executive level administrative duties. Specific duties and responsibilities may vary based on the assigned judicial department.

Under this recruitment, the Judicial Administrative Assistant will report directly to the Honorable David Hardy, District Court Judge, Department Fifteen. *This is a general jurisdiction Department which hears a variety of case types including criminal and civil cases.*

SUPERVISION EXERCISED

This position has limited supervision and substantial interaction with the department law clerk.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES

Manage administrative operations for the assigned department.

Assist in resolving non-judicial administrative questions and problems; act as an administrative liaison when conferring with other judicial departments and business units.

Independently compose and respond to routine letters, general correspondence, memoranda, and reports.

Maintain a detailed calendar by coordinating daily activities, setting court matters and scheduling appointments, conferences, travel arrangements, and itineraries.

Ensure critical deadlines are met; develop office procedures and work processes based on department priorities, needs, and established time frames.

Recommend organizational and procedural changes to improve workflow and forms.

Serve as a primary source of information regarding court policies, procedures, and operational functions; communicate accurate information using sound judgment and professional knowledge; resolve complaints and handle all citizen inquiries appropriately and professionally.

Create and maintain complete judicial records and files; update publications, reports, and records as needed; proofread and edit legal documents and technical reports, as necessary.

Coordinate, oversee and monitor special projects, assignments, and activities.

Manage, monitor and maintain document control and tracking systems; file and serve Court orders and decisions.

Work with counsel to set trials, hearings and settlement conferences.

May prepare, check for accuracy and review all vouchers presented for payment and signature.

Work with department personnel to facilitate review of files scheduled for hearing, including pleadings and other papers to ensure strict adherence to standards and specifications regarding form and content.

Perform other related tasks, as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Court operations, procedures, and functions of the assigned position.
- Executive level organizational skills and decision-making ability.
- Pertinent federal, state, and local laws, codes, and regulations including administrative and department policies and procedures.

- Principles and practices of office management.
- Principles and practices of data collection, record keeping and report preparation.
- Computer software programs and applications, including Word, Adobe, Excel and PowerPoint.
- Principles of business letter writing and basic report preparation.
- Basic mathematical skills.

Ability to:

- Learn the procedures and functions of the assigned position.
- Learn and understand the operations, services, and activities of the assigned judge and department.
- Learn and understand the organization and operation of the Court and outside agencies as necessary.
- Learn, explain, apply, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned department, programs and functions.
- Learn to navigate court management systems and remote use applications.
- Effectively operate office equipment including desktop and laptop computers, printers, copiers, calculators, telephones, and facsimile machines.
- Act independently with limited supervision to resolve problems and improve organization efficiency.
- Respond to requests and inquiries from the general public and Court personnel.
- Plan and organize work to meet schedules and deadlines.
- Compile and maintain complex and extensive records and files.
- Independently prepare correspondence and memoranda.
- Handle multiple projects, priorities and tasks under pressure.
- Complete data entry with accuracy and efficiently.
- Maintain confidential information.
- Operate virtual meeting platforms, such as Zoom.

Skills to:

- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Deal tactfully and courteously with the public and Court employees.
- Communicate clearly, concisely, and professionally both orally and in writing.
- Maintain effective working relationships.

MINIMUM QUALIFICATIONS

Any combination of the below experience, training and education providing the required knowledge, skills and abilities may be used to qualify for employment.

Experience

Five (5) years or more of responsible judicial assistant or legal assistant experience.

Education

- High school diploma

Preferred

- Bachelor of Arts or Science degree and/or paralegal certificate
- Training in business, legal and court procedures, office management or a related field.