



### 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*

## **SECOND JUDICIAL DISTRICT COURT**

### **WASHOE COUNTY STATE OF NEVADA**

**Judicial Administrative Assistant-Department 9**  
**\$113,484.80/annual**  
**Plus, a comprehensive benefits package**

**Announcement: Thursday, August 14, 2025**

**Filing Deadline: Applications must be received by Friday, August 29, 2025, by 5:00 p.m. (PDT). 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 upon the assigned judicial department and requirements of the assigned Judge.

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

## **MAJOR DUTIES INCLUDE:**

- Manages administrative operations for the assigned department.
- Assists in resolving non-judicial administrative questions and problems; acts as an administrative liaison when conferring with other judicial departments and business units.
- Independently composes and responds to routine letters, general correspondence, memoranda, and reports.
- Maintains a detailed calendar by coordinating daily activities, setting court matters, scheduling appointments, conferences, travel arrangements, and itineraries; ensures critical deadlines are met; develops office procedures and work processes based upon priorities, needs, and established time frames.
- Recommends organizational and procedural changes to improve workflow and forms.
- Serves as a primary source of information regarding Court policies, procedures, objectives, and operational functions; responds to inquiries in person and by telephone; communicates accurate information using sound judgment and professional knowledge; resolves complaints and handles all citizen inquiries appropriately and professionally.
- Establishes and maintains complete judicial records and files; updates publications, reports, and records as needed; proofreads and edits legal documents and technical reports, as necessary.
- Coordinates, supervises, and monitors special projects, assignments, and activities.
- Manages, monitors and maintains document control and tracking systems; files and serves Court orders and decisions.
- Works with counsel to set trials, hearings and settlement conferences.
- May prepare, check for accuracy and review all vouchers presented for payment and signature.
- Works 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.
- Performs other 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;
- Court operations and services;
- Pertinent federal, state, and local laws, codes, and regulations including administrative and department policies and procedures;
- Principles and practices of office management;
- Functions, operations and practices of the Court and the assigned department;
- Principles and practices of data collection, record keeping and report preparation;
- Computer software programs and applications, including Word, Adobe, Excel and PowerPoint;
- Effective communication skills and techniques used in public relations;
- Principles of business letter writing and basic report preparation; and
- 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 concurrent projects and manage priorities and tasks under pressure;
- Complete data entry with accuracy and efficiently;
- Maintain confidential information;
- 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 with those contacted in the course of work; and
- Ability to operate virtual meeting platforms, such as Zoom.

**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***

Bachelor of Arts or Science degree, and/or paralegal certification.

***Training***

Specific training in business, legal and court procedures, office management or a related field.