



## 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, including class rank
- Law School Transcript
- Writing Sample
- References

*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

#### Mail

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501



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

### LAW CLERK – DEPARTMENT 6 \$102,648.00 annual salary

*Plus a comprehensive benefits package and any  
available Cost of Living Adjustment (COLA)*

**Announcement:** February 9, 2026

**Filing Deadline:** Open Until Filled

**Assignment Period:** This one-year general jurisdiction clerkship term commences in August 2026. The successful applicant may be asked to extend the clerkship term.

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 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, the law clerk position provides assistance to the judge(s) of the District Court by researching legal issues before the Court and preparing written summaries of findings. Specific duties and responsibilities may vary depending upon the assigned department.

Law Clerks are at-will employees, and the work is performed under the supervision of the assigned District Court Judge.

Under this recruitment, the Law Clerk will report directly to the Honorable Lynne K. Jones, District Court Judge, in the Second Judicial District Court. *This is a general jurisdiction Department which hears a variety of case types including criminal and civil cases.*

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF JOB-RELATED ESSENIAL DUTIES:**

- Review, study, research, and annotate laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepare briefs, legal memoranda, and statement of issues involved, including appropriate suggestions or recommendations to the judge, and/or proposed orders to written civil and criminal motions after researching and analyzing argument and legal issues.
- Compile references on laws and decisions necessary for legal determinations.
- Conduct comprehensive research and studies of legal issues for the court.
- Attend court sessions to hear oral arguments, evidentiary hearings, and jury and non-jury trials.
- Advise staff on proper procedural changes, assists with completing legal forms, and documents.
- Conduct special projects as assigned.
- Assist Court personnel with a variety of tasks and duties as assigned including preparation for trials, settlement conferences, and other proceedings; provides administrative assistance as needed.
- Perform related duties as assigned.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

***Knowledge of:***

- Pertinent federal, state, and local laws, codes, and regulations
- Legal practices and precedents of the assigned area
- Principles of criminal, civil, constitutional, and administrative law
- Judicial procedures and the rules of evidence
- Practices, methods, and materials of legal research
- Procedures, documents, and terminology used in court cases

***Ability to:***

- Learn the procedures and functions of the assigned position
- Assume responsibility for an assigned area of legal research
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions

- Learn to interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions
- Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems
- Maintain effective working relationships with those contacted in the course of work
- Use and navigate Westlaw
- Use personal computers and software, Microsoft Office suite and Adobe Acrobat Office products
- Sit for extended periods in a courtroom environment
- Frequently stand and walk
- Lift and move objects weighing up to 25 lbs.
- Work remotely

***Skills to:***

- Communicate clearly and concisely, both orally and in writing
- Present statements of fact and law clearly and logically in written and oral form
- Deal tactfully and courteously with others
- Demonstrate excellent analytical and writing skills
- Analyze and appraise a variety of legal documents and instruments

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited law school
- One year of increasingly responsible experience in legal research and writing which may include participation in a law school law review, moot court, internship, summer clerkship or clinic or one year of experience as a Law Clerk