



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:

Shannon Parke
Judicial Assistant
775-328-3880 (phone)
775-328-3534 (fax)
Shannon.Parke@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 15

\$82,534.00
Plus a comprehensive benefits package

Announcement: April 2, 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 direction, provides assistance to the judge(s) of the District Court by researching legal issues before the Court; prepares written summaries of findings for the judge(s). Specific duties and responsibilities may vary depending upon the assigned department, division, and office.

Law Clerks are at-will employees, and the work is performed under the supervision of the district judge.

SUPERVISION EXERCISED

Exercises occasional supervision over unpaid volunteer student interns.

OTHER JOB-RELATED DUTIES

Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures and functions of the assigned position

Operations, services, and activities of the assigned program within the District Court system

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:

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

Be licensed or a member of a state bar

Learn the procedures and functions of the assigned position

Learn the operations, services, and activities of the assigned program within the District Court system

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

Analyze and appraise a variety of legal documents and instruments

Present statements of fact and law clearly and logically in written and oral form

Deal tactfully and courteously with others

Communicate clearly and concisely, both orally and in writing

Maintain effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school
- One year of increasingly responsible experience in legal research and writing is desirable or one year of experience as a Law Clerk
- Knowledge of personal computers and software, Microsoft Office suite and Adobe Acrobat office products is desired
- Ability to operate modern office equipment including computer
- Excellent analytical and writing skills