



SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY
STATE OF NEVADA

LAW CLERK – DEPARTMENT 3

\$88,608.00
Plus a comprehensive benefits package

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@washocourts.us

Mail

Second Judicial District Court
75 Court Street
Reno, Nevada 89501



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

Announcement: **October 25, 2022**

Filing Deadline: **Open Until Filled**

Assignment Period: Position commences August 2023, ending in August 2024. In addition, the successful candidate will have the option to apply and be considered for the August 2024 - August 2025 clerk year

Interested applicants should apply online at <http://www.washocourts.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 and preparing written summaries of findings. 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 assigned District Court Judge.

Under this recruitment, the Law Clerk will report directly to the Honorable Tammy M. Riggs, District Court Judge, in the Second Judicial District Court.

SUPERVISION EXERCISED

Exercises occasional supervision over unpaid volunteer student interns.

EXAMPLES OF JOB-RELATED ESSENIAL DUTIES:

- Reviews, studies, researches, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepares 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.
- Compiles references on laws and decisions necessary for legal determinations.
- Conducts comprehensive research and studies of legal issues for the court.
- Attends court sessions to hear oral arguments, evidentiary hearings, and jury and non-jury trials.
- Advises staff on proper procedural changes, assists with completing legal forms, and documents.
- Conducts special projects as assigned.
- Assists 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.
- Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Procedures and functions of the assigned position;
- 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; and
- Personal computers and software, Microsoft Office suite and Adobe Acrobat office products.

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;
- Use and navigate Westlaw; and
- Operate modern office equipment including computer.

SPECIAL REQUIREMENTS:

- Ability to sit for extended periods in a courtroom environment;
- Ability to frequently stand and walk;
- Ability to lift and move objects weighing up to 25 lbs; and
- Ability to work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in the employee's household.

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.
- Excellent analytical and writing skills