



SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY
STATE OF NEVADA

Department 4 Law Clerk
\$88,608.00 along with any Cost-of-Living Adjustment (COLA) for 2023
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:

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: June 28, 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 the direction of, and to provide assistance to, the Honorable Connie J. Steinheimer, District Judge, in the Second Judicial District Court. Law Clerks are at-will employees, and the work is performed under the supervision of the district judge.

Major duties would include:

- Reviews, studies, researches, and annotates 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.
- Compiles 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, assist 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.

Minimum qualifications:

- Graduation from an accredited law school.
- Graduate in the top 15% of graduating law school class.
- Excellent analytical and writing skills.