



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## Law Clerk

**\$84,385.00/annual**

**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
- 3 Professional References

*We do not accept resumes in lieu of the District Court Application*

### Email application packet to:

Julie Wise  
775-325-6623  
[Julie.Wise@washoecourts.us](mailto:Julie.Wise@washoecourts.us)

### or mail to:

Julie Wise  
Second Judicial District Court  
Human Resources  
Department  
75 Court Street  
Reno, Nevada 89501

### **Announcement Date: Ongoing**

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!



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

## **POSITION DESCRIPTION**

Under direction, provides assistance to the judge(s) of the District Court by performing duties such as 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 District Court Judge.

### **Major duties include:**

- 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, assist 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.

### ***Knowledge of:***

Pertinent federal, state, and local laws, codes, and regulations

Legal practices and precedents of the assigned area

Principles of criminal, civil, constitutional, family, juvenile 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

Use and navigate Westlaw

**Minimum qualifications:**

- Graduation from an accredited law school
- 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
- One year of increasingly responsible experience in legal research and writing which may include law review, mock trial, clinic, or clerkship/legal workplace experience or one year of experience as a Law Clerk.
- A writing sample is required.