



How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

*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*

**SECOND JUDICIAL DISTRICT COURT**  
**WASHOE COUNTY**  
**STATE OF NEVADA**

**Law Library Assistant III**

**\$48,817.60 – 66,414.40 annual salary (DOE)**

**Plus a comprehensive benefits package**

**Announcement: October 6, 2021**  
**Filing Deadline: Open Until Filled**

Interested applicants should apply online at [www.washoecourts.com](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

The Law Library in the Second Judicial District Court provides access to justice for all court users by creating court approved packets and forms for self-represented litigants, assisting patrons in locating library materials, answering reference and procedural questions, and preparing and presenting educational programs. Under the umbrella of the Assistant Court Administrator and directly supervised by the Law Librarian II, the Law Library Assistant III performs a wide range of duties and provides administrative support impacting the general business operations of the Law Library.

## **EXAMPLES OF ESSENTIAL DUTIES**

Provides information to public on library activities; provides information regarding facilities, rules, and services. Responds to customer queries; resolves concerns and complaints.

Addresses questions regarding Family and General Jurisdiction Court procedures; provides information to self-represented litigants to increase accessibility to justice. Creates and makes available packet(s) and form(s) for litigants. Redirects individuals to other resources to increase success in accessing justice.

Collects and maintains statistical data and records, preparing summary reports to keep the library management aware of patron usage and needs. Creates and maintains a variety of spreadsheets and reports.

Assists attorneys and self-represented litigants in locating materials or requested information. Evaluates requests to determine the most appropriate research source. Answers reference questions. Organizes library materials for easy public access and safety.

Explains the use of library reference resources, automated equipment, and software to users; addresses patron requests or information needs. Assists in the use of subscription databases. Suggests books for patrons and assists patrons in locating library materials. Answers reference questions both in person, on chat, and by telephone. Maintains patron records.

Assists with library collection maintenance including weeding, mending, and discarding of library materials and shifting and shelving as needed. Files loose-leaf updates. Shelves books. Maintains serial records and checks in serial items as they arrive. Assists with the cataloging and classifying materials using Library of Congress criteria to ensure accuracy.

Assists with the maintenance of the Law Library's electronic subscriptions. Assists with the implementation of the Law Library's technological resources.

Assists with the weekly deposits. Receives payment for forms, packets, and sanctions and balances a cash drawer daily.

Assists in the delivery of educational programming for patrons and development of packets and forms for self-represented litigants.

May manage virtual meetings via Zoom or a similar on-line platform.

## **OTHER JOB-RELATED DUTIES**

Performs related duties as assigned. Works remotely, as needed.

Must have knowledge of virtual meeting platforms such as Zoom.

Must have the ability to perform the functions of the assigned procedures in a remote working environment.

Must have the 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 an employee's household.

**MINIMUM QUALIFICATIONS**

***Experience***

2 years of customer service.

***Training***

Completion of High School Diploma, GED, or equivalent.

**PREFERRED QUALIFICATIONS**

Associates degree; coursework in Library Science; skilled in Library information system workflows for circulation and online catalog; Westlaw legal database; Koha ILS, EBSCO, Gale, and Microsoft Office Suite; or two years library experience; bilingual.