



# SECOND JUDICIAL DISTRICT COURT

## WASHOE COUNTY STATE OF NEVADA

### Law Library Assistant

**\$48,817.60– \$66,414.40 annual salary (DOE)**  
**Plus a comprehensive benefits package**

#### 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*

**Announcement: June 14, 2022**  
**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-~~H~~, the Law Library Assistant III performs a wide range of duties and provides administrative support impacting the general business operations of the Law Library.

Under supervision of an Assistant Court Administrator and the Law Librarian, the Law Library Assistant provides unrepresented parties procedural family law information, referrals, and assistance; independently acts as a lead worker in the absence of a Law Librarian; provides information services to Law Library patrons, including judges, attorneys, government employees and members of the public; assists patrons in locating library materials; performs duties relevant to technical services process; and performs related work as required.

**SUPERVISION EXERCISED**

Exercises no direct supervision over other employees. May exercise supervision over volunteers.

**EXAMPLES OF ESSENTIAL DUTIES**

Serves as a resource and information source regarding Second Judicial District Court policies, procedures, objectives, and operational functions for individuals who are considering or have decided on self-representation.

Responds to complex inquiries in person via email, live chat, and by telephone; resolves complex concerns and complaints; refers callers to appropriate resources as necessary.

Explains Court process, services, policies, rules, and regulations; provides packets containing instructional information and pre-printed materials; provides and assists in developing Court forms and information regarding local court rules.

Makes referrals to other Court services, the District Attorney's Offices, various non-profit family law organizations, guardianship clinics, community resources, and other outside agencies.

Prepares, assembles, and maintains up to date a variety of litigant packets.

Maintains accurate and detailed records of clients served.

Accepts payment for law library fines and court ordered sanctions.

Provides information to public on Law Library activities, facilities, rules, services, and e-filing.

Locates and provides Second Judicial District Court and Law Library regulations, policies, and procedures.

Assists in the delivery of educational programming. Hosts virtual meetings and assists patrons with use of online meeting software. Notifies patrons of different educational programming in the community.

Assists attorneys and self-represented litigants in locating print and digital legal materials, books, or requested information. Evaluates user requests to determine the most appropriate research source. Listens attentively and thoroughly to customers to solve problems or provide service.

Organizes Law Library materials for easy public access and safety.

Explains the use of Law Library reference resources, automated equipment, and software to users. Assists in the use of subscription databases. Answers reference questions in person, via email, live chat, and by telephone.

Assists with library collection maintenance including weeding, mending, and discarding of library materials and shifting and shelving as needed. Files loose-leaf updates. Maintains serial prediction 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 and E-filing.

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

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

Identifies future equipment, training aids, services, and legal materials needed to increase access to justice.

Assists with the daily operation of the Law Library.

Acts as a liaison with other libraries and legal service providers.

Performs related duties as assigned. Effectively works in a remote setting, as needed.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

Principles and practices of Second Judicial District Court and Law Library functions, operations, and services;

Principles and procedures of record keeping and reporting;

Principles and techniques used in dealing effectively with the public;

Pertinent federal, state, and local laws, codes, and regulations including administrative departmental policies and procedures;

Legal procedures and practices involved in processing and filing a variety of legal documents;

Basic communication skills and adequate usage of English language in speaking and writing;

Modern office practices, procedures, methods, and equipment including computer equipment and applicable software applications such as virtual meeting/video conferencing platforms, word processing, spreadsheet, and database applications;

Reference resources for judges, attorneys, government employees, and members of the public;

Local community and user needs;

Circulation operations and procedures; general functions and services of the Law Library;

Computer applications for law library and self-help services; and

Correct English usage, spelling, grammar, and punctuation.

#### ***Ability to:***

Provide explanations, information, and answer questions by listening and making appropriate use of available resources and exhibiting initiative to satisfy customer needs without providing legal advice;

Assist self-represented litigants in the effective and efficient processing of court cases while educating self-represented litigants on court statutes, rules, policies and procedures without providing legal advice;

Manage multiple tasks and assignments efficiently;

Prepare program documentation, self-represented packets and forms, and procedures manuals;

Establish goals, objectives, and develop strategies to address targeted needs;

Evaluate work priorities, procedures and processes to determine their effectiveness;

Read, interpret, and apply user manuals;

Use modern office equipment;

Lift and move objects weighing up to 50 pounds;

Maintain accurate records and prepare reports;

Communicate effectively, both orally and in writing;

Maintain effective working relationships with the general public, staff, and representatives of other departments;

De-escalate stressful circumstances;

Be tactful and adept in dealing with a diverse group of people;

Maintain confidentiality of sensitive information and perform duties in a professional manner;

Refrain from giving legal advice by using critical thinking and problem solving skills;

Assist in keeping monthly statistics;

Work independently when required and perform directed work within the time outlined;

Perform routine and complex Law Library duties;

Understand and follow oral and written instructions;

Act quickly and calmly in emergency situations; and

Learn the procedures and functions of assigned position.

**EXPERIENCE AND TRAINING REQUIREMENTS**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is:*

***Experience***

One year of full-time customer service experience.

***Education***

High school degree or equivalent.

***Preferred***

Experience working with self-represented litigants. Associates degree and/or coursework in Library Science or legal field. Skilled in library information system workflows for circulation and online catalog: Westlaw legal database; Koha ILS, Zoom, OverDrive, EBSCO, Gale, HeinOnline, and Microsoft Office Suite.