



## SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

### Law Clerk – Department 11

**\$82,534.00/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

#### **or mail to:**

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



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

**Announcement Date: November 13, 2020**

**Filing Deadline: Open Until Filled.**

**Assignment Period: Immediate Start**

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!

## **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. Please note:

Under this recruitment, the Law Clerk will report directly to the Honorable Paige Dollinger, District Court Judge, Department Eleven. *Please note: This Department has original, exclusive jurisdiction of all family court proceedings as set forth in NRS 3.233.*

Law Clerks are at-will employees, and the work is performed under the supervision of the district court judge.

## **MAJOR DUTIES INCLUDE:**

Analyzes, researches, and prepares draft orders for signature to written family law cases. Reviews orders prepared and submitted by counsel.

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; reviews motions filed with the Court.

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.

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

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

- Pertinent federal, state, and local laws, codes, and regulations
- Legal practices and precedents of the assigned area
- Principles of criminal, civil, family, 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
- Knowledge of personal computers and software, Microsoft Office suite and Adobe Acrobat office products is desired

### ***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

- If not already licensed or a member of a state bar, then the ability and intent to 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 Department
- Learn to interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned Department
- 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
- Demonstrate excellent analytical and writing skills
- Deal tactfully and courteously with others
- Communicate clearly and concisely, both orally and in writing
- Maintain effective working relationships
- Use and navigate Westlaw
- Operate modern office equipment including computer

#### **OTHER RELATED JOB DUTIES**

- Must be able to operate virtual meeting platforms, such as Zoom
- Must have the ability to effectively perform the functions of the assigned position 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:**

##### ***Education***

Graduation from an accredited law school.

##### ***Experience***

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.

##### ***Preferred***

Demonstrates experience and/or interest in family law