



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## 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:

Amy Hodgson – Judicial Assistant  
775-328-3470 (phone)  
Amy.Hodgson@washoecourts.us



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

**Law Clerk-Department 12**

**\$82,532.00**

**Plus a comprehensive benefits package**

**Announcement: December 2, 2020**

**Filing Deadline: Open Until Filled**

**Assignment period begins: August 16, 2021**

**Selection Process:** Applications will be evaluated and those most qualified will participate in an oral interview with the Judge.

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 researching legal issues before the Court; prepares written summaries of findings for the judge(s). Specific duties and responsibilities may vary depending upon the assigned department, division, and office. *Please note: This is a law clerk position assigned to Department Twelve of the Second Judicial District Court - Family Division. 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 judge.

## **SUPERVISION EXERCISED**

Exercises occasional supervision over unpaid volunteer student interns.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

### **Major duties would include:**

- Analyzes, researches, and prepares draft orders for signature to written family law cases. Reviews orders prepared and submitted by counsel.
- Conducts comprehensive research and studies of legal issues before the Court.
- Researches, reviews, and analyzes applicable cases and statutes; prepares written summaries of findings for the judge(s); prepares draft decision memoranda, orders, and other documents for review and appropriate signature.
- Advises staff on proper procedural changes; reviews motions filed with 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.
- Performs related duties as assigned.

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

Procedures and functions of the assigned position;

Operations, services, and activities of the assigned program within the District Court system;

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; and

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;

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 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; and

Maintain effective working relationships with those contacted in the course of work.

### **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:**

- Graduation from an accredited law school
- Dedication to promptness and excellent work products
- 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

### **Preferred:**

- Demonstrates experience and/or interest in family law