

# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## LAW CLERK EMPLOYMENT IMMEDIATELY TO MID-AUGUST, 2019 \$78,665.60 Plus a comprehensive benefits package

**Announcement: IMMEDIATELY**

**Filing Deadline:** Open Until Filled

Interested applicants should apply online at <http://www.washoecourts.com>.

A complete application packet will consist of the following items:

- ✓ Completed District Court Application
- ✓ Cover Letter
- ✓ Resume, including class rank
- ✓ Law School Transcript
- ✓ Writing Sample
- ✓ References

APPLICATIONS WITHOUT THESE ITEMS WILL BE CONSIDERED DEFICIENT

**How to apply:** Completed application packets should be delivered to:

Julie Wise, JD, PHR  
Assistant Clerk of Court/Interim Director of Human Resources and Organizational  
Development  
Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501  
Email: [julie.wise@washoecourts.us](mailto:julie.wise@washoecourts.us)  
Phone: 775-325-6623

**Selection Process:** Application packets will be evaluated and those most qualified will participate in an oral interview before the Judge.

The Second Judicial District Court is an Equal Employment Opportunity Employer

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Under the direction of, and to provide assistance to a District Judge in the Second Judicial District Court. Law Clerks are at-will employees, and the work is performed under the supervision of the District Judge.

**Major duties would include:**

- Review, study, research, and annotate laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepare 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.
- Compile references on laws and decisions necessary for legal determinations.
- Conduct comprehensive research and studies of legal issues for the court.
- Attend court sessions to hear oral arguments, evidentiary hearings, and jury and non-jury trials.
- Advise staff on proper procedural changes, assist with completing legal forms, and documents.
- Conduct special projects as assigned.
- Assist 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.

**Minimum qualifications:**

- Graduation from an accredited law school.
- Graduate in the top 20% of graduating law school class.
- Excellent analytical and writing skills.