

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

**MASTER**

\$115,315.20 to \$140,212.80 annual salary (DOE)  
Plus a comprehensive benefits package

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**Announcement: October 12, 2018**

**Closing Date: December 7, 2018 at 5:00 p.m.**

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

A complete application packet will consist of the following items:

- ✓ Completed District Court Master Employment Application [HERE](#)
- ✓ 6 Professional References
- ✓ Cover Letter
- ✓ Resume
- ✓ Educational Verification (i.e. diplomas, transcripts, etc.)
- ✓ State Bar License(s)
- ✓ Writing Sample

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

Brett Gadwood, Human Resources Generalist

**Email:** [Brett.Gadwood@washoecourts.us](mailto:Brett.Gadwood@washoecourts.us)

**Fax:** 775-325-6601

**Phone:** 775-328-3405

**Hand delivery:** 1 S. Sierra Street, North Tower, 3<sup>rd</sup> Floor, Family Division

**Mail:** 75 Court Street  
Reno, NV 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

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Under judicial direction and statutory parameters, Masters function as judicial officers. They may preside at hearings and trials on matters involving a range of family court matters including, without limitation, juvenile delinquency, domestic violence, dependency (abuse/neglect), divorce, and child support. They may adjudicate applications for protective orders, applications for orders to show cause and motions. They may serve as a liaison of the Court for a variety of community organizations. This position is responsible for an array of complex legal issues. In addition, Masters provide administrative support to the District Court and Court Administration as well as leadership and direction to other Family Court personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Adjudicate applications for Temporary Protection Orders against Domestic Violence. Conduct hearings on requests for Extended Protection Orders against Domestic Violence.

- Process all motions pending in assigned cases including such matters as juvenile delinquency, domestic violence-related motions, etc., including contempt, modifications, and requests for hearing.
- Review court reports, Family Services reports, psychological reports, substance abuse evaluations, IEP's and letters from interested parties applicable to pending Court matters.
- Serve as a liaison with other community agencies, including law enforcement, prosecutors, and municipal and justice courts with the goal of working towards a consistent, community-wide response to family law issues.
- May make public appearances on family law issues; attend and participate in professional group meetings; stay current of new trends and innovations in the field of alternative dispute resolution, family law and other specialty areas.
- Present public speeches and in-service training on family law issues and areas of legal expertise.
- As assigned, preside over hearings and assume case management responsibilities over other family law cases which may, without limitation, involve juvenile delinquency, dependency (abuse/neglect), child support enforcement, paternity, out-of-state custody orders, and other family issues as assigned by Family Division Judges.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Experience**

Possession of a certificate of admission to the State Bar of Nevada and current eligibility to practice law before the courts of the State of Nevada; AND eight (8) years of full-time experience in professional legal work, including four (4) years as a practicing attorney. Knowledge of Microsoft Office Suite.

### **Education**

Bachelor's degree from an accredited college or university

Law degree from an accredited college or university