



EIGHTH JUDICIAL DISTRICT COURT

Human Resources Division
200 LEWIS AVENUE
Las Vegas, NV 89155-1791
(702) 671-0792

**INVITES APPLICATIONS FOR THE POSITION OF:
COURT LAW CLERK**

SALARY

\$58,281.60 - \$90,417.60 Annually

OPENING DATE: June 14, 2019

CLOSING DATE: July 12, 2019 at 5:01 PM

ABOUT THE POSITION:

THIS IS AN EXEMPT POSITION AND ANY RULES OR PROCEDURES GOVERNING THE COMPETITIVE PROCESS DO NOT APPLY.

This position may be assigned to any area of District Court and is responsible for providing support to judicial and attorney staff by performing legal research and project coordination in the areas of probate, family and/or juvenile law as a law school graduate prior to or after passing the State Bar Exam.

MINIMUM REQUIREMENTS:

Education and Experience: Graduation from an accredited law school or university. Full-time experience in performing legal research and/or writing legal opinions or documents is desirable.

Resume Requirement: Candidates are required to submit a resume (and preferably a cover letter). Resumes must be received by District Court Human Resources prior to 5:01 p.m. on the posted closing date. **Resumes must be submitted to the attention of Edward May, EJDC Court Services Manager – HR/IAB via fax at (702) 671-4560, or email at EJDCRecruitment@clarkcountycourts.us, or mailed/hand-delivered to the Regional Justice Center—District Court Administration, 200 Lewis Avenue, Las Vegas, Nevada, 89155-1791.** Candidate's name must be clearly written on the resume.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Subsequent employment background investigations may also be conducted.

EXAMPLES OF DUTIES

Researches applicable legal and factual issues using computerized techniques and/or law library materials at the direction of an attorney or judge. Interprets and applies laws, court decisions and other legal authorities in the preparation of briefs, pleadings and other legal papers. Drafts memoranda, opinions and other documents related to findings on specific cases or issues. Researches and explains departmental, County and State procedures to attorneys and departmental support staff. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Maintains accurate records and files; prepares a variety of records and reports as assigned. Uses standard office equipment, including a computer in the performance of the work. May drive a personal or County vehicle in the course of the work.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.