



Clark County

ATTORNEY - DISTRICT COURT STAFF ATTORNEY

SALARY	\$43.28 - \$78.21 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	23845
DEPARTMENT	District Court	DIVISION	District Court Family Court
OPENING DATE	04/02/2024	CLOSING DATE	Continuous

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Attorney- District Court Staff Attorney position. The Staff Attorney represents the District Court by providing journey-level professional legal services related to the Courts and performs following duties: maintains the recusal lists; assists judicial officers with any issues related to Rule 2.11 of the Nevada Code of Judicial Conduct; reviews all documents submitted to the Clerk of Court for signature pursuant to NRCF 70 and EDCR 7.51; provides legal advice to the Court's administrative departments; serve as the liaison between the Attorney General's Office and the Court when the AG's Office is involved in representing a member of the court, court employee or the Eighth Judicial District Court; review pleadings and motions on behalf of the Court, court employee or judicial officer; work with outside counsel when necessary; accept service of process and subpoenas on behalf of the Court, court employee, or judicial officers when related to their duties with the Court; review and draft agreements involving the Court; review new administrative policies, procedures and practices to ensure they comply with the law and court rules; respond to administrative and court record requests; advise on legal problems or answer legal questions; draft administrative orders; represent Court in legal proceedings; handle matters assigned by the Chief Judge and Presiding Judge; contact judicial department on behalf of the Clerk's office when an order is unclear as to what the court directed the clerk to do.

This is the experienced journey-level class in this professional series, responsible for providing proficient legal staff attorney services for District Court. Incumbents are fully knowledgeable of Court proceedings and the application of laws. The work will vary, depending upon the areas assigned; assignments are complex and require the application of seasoned judgment, technical proficiency, and latitude in the completion of casework. This class is distinguished from Senior Attorney in that the latter serves as a team chief or handles the most complex high-profile cases or issues. It is distinguished from the Associate Attorney by the greater difficulty and complexity of cases assigned and the lesser degree of supervision received.

This examination will establish an Open Competitive and Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by Human Resources. Human Resources reserves the right to call only the most qualified applicants to the selection process.

This position is a non-union position and is excluded from membership in the union.

This is an open and continuous recruitment, scheduling dates will vary depending on when the application was

received and reviewed by Human Resources.

MINIMUM REQUIREMENTS

Education and Experience: Possession of a certificate of admission to the Bar of the State of Nevada and eligibility to practice law before the courts of the State of Nevada, AND two (2) years of full-time experience in professional legal work as a practicing attorney.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Resume and/or Cover Letter required. Applications submitted without a copy of the candidate's resume and/or cover letter are incomplete and will not be considered. Resumes may be attached to your online employment application or emailed to EJDCRecruitment@ClarkCountyCourts.us.

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

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Incumbents handle the more complex criminal cases, and civil cases or staff attorney services. Interviews and counsels complainants and witnesses in regard to prospective criminal or civil action. Prepares and presents State's evidence in criminal actions to include legal arguments regarding merit; argues on behalf of the State against writs of habeas corpus, petitions for post-conviction relief, and motions to suppress evidence. Appears on behalf of the State; prepares and supervises the preparation of legal briefs filed on behalf of the State. Conducts pre-trial interviews with victims, defense attorneys, and arresting officers relative to the violation of statutes and the filing of complaints. Prepares cases for trial; presents plea negotiations with opposing attorneys. Confers with investigators regarding the collection of facts and evidence. Prepares legal pleadings, such as complaints, answers, writs, discovery and judgments; attends preliminary hearings and trials and prosecutes a variety of cases before County and State courts. Confers with and advises County officials, employees, department heads, and representatives on legal questions; renders legal opinions; drafts ordinances, resolutions, and other legislative measures; represents the County in hearings and on cases initiated by or against the County.

Conducts legal research and performs various studies; interprets and applies laws, court decisions, and legal points and authorities for use in the preparation of cases, opinions, and briefs for the prosecution or the defense. Prepares legal pleadings such as complaints, answers, writs, demurrers, discovery, and judgments; attends preliminary hearings and trials and prosecutes or defends a variety of cases before County and State courts; dictates legal instruments, correspondence, and reports. Contributes to the efficiency and effectiveness of the unit's service to its customers

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. Stand for prolonged periods of

time. Speak in a clear and comprehensible manner. Hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

Phone

(702)455-4565

Address

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PO Box 551791
Las Vegas, Nevada, 89155-1791

Website

<http://www.clarkcountynv.gov>