



Clark County
PART-TIME COURT LAW CLERK

SALARY	\$26.00 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PART-TIME	JOB NUMBER	2024-PTH-LC
DEPARTMENT	District Court	OPENING DATE	04/30/2024
CLOSING DATE	5/14/2024 5:01 PM Pacific		

ABOUT THE POSITION

The Eighth Judicial District Court is accepting applications for Part-Time Court Law Clerk to provide support to judicial staff by performing legal research and project coordination as a law school graduate prior to or after passing the State Bar Exam.

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

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.

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

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.

Agency

Clark County

Phone

(702)455-4565

Address

500 S. Grand Central Pkwy, 3rd Floor
PO Box 551791
Las Vegas, Nevada, 89155-1791

Website

<http://www.clarkcountynv.gov>