



Clark County ADMINISTRATIVE SECRETARY

SALARY	\$24.07 - \$37.36 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	29291D
DEPARTMENT	District Court	OPENING DATE	05/08/2025
CLOSING DATE	5/15/2025 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	100

ABOUT THE POSITION

The Eighth Judicial District Court is currently accepting applications for an Administrative Secretary to support the Civil/Criminal Division. This position offers an opportunity to provide high-level secretarial and administrative support to department leadership, including supervisory and professional staff. The role may also include assisting other divisions within the Court as needed.

We are seeking a highly organized, detail-oriented, and proactive professional who thrives in a team environment. The ideal candidate will be a self-starter with excellent multitasking abilities, a strong sense of discretion, and the ability to maintain confidentiality at all times. Professionalism and integrity are essential.

This recruitment is limited to the first 100 applications received, and will close without notice, regardless if the closing date has been reached, when that number is received.

THIS IS A DEPARTMENTAL RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF EIGHTH JUDICIAL DISTRICT COURT WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.

This examination will establish a Departmental Eligibility list to fill current and/or future vacancies that may occur within the next three (3) months or may be extended as needed by Human Resources.

District Court Human Resources reserves the right to call only the most qualified applicants to the selection process.

This position is confidential and excluded from membership in the union.

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MINIMUM REQUIREMENTS

Education and Experience:

Equivalent to graduation from high school AND five (5) years of full-time general clerical experience two (2) years of which includes providing office, administrative and secretarial assistance to management and professional staff. Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis up to two (2) years.

NOTE: Specific positions may require typing at a rate of 50 net words per minute from printed copy and skill in taking dictation at a rate of 75 words per minute by hand or stenographic machine and transcribing it accurately.

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

Citizenship: Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

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

EXAMPLES OF DUTIES

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or prior materials; may use word processing equipment and input or retrieve data or prepare reports using an on-line or personal computer system.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase and repair and personnel document preparation.
- May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various office files, including personnel and tickler files; purges files as required.
- Assists with the development and administration of the division budget; may prepare or maintain statistical, fiscal or payroll information.
- Follows up on projects, transmits information, and keeps informed of division activities.
- Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines.
- 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.
- May provide lead direction to office support staff; may instruct staff in work procedures and/or review work for format, accuracy and consistency.

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.

Employer

Clark County

Address

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

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>