



Clark County LEGAL SECRETARY I/II

SALARY	\$22.70 - \$33.50 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	29236
DEPARTMENT	District Court	OPENING DATE	07/15/2025
CLOSING DATE	7/29/2025 5:01 PM Pacific		

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Legal Secretary I/II position. The Legal Secretary provides varied, responsible, and confidential secretarial and office administrative assistance to one or more Court Hearing Masters and may provide direction to office support staff on a project basis.

Legal Secretary I is the entry level in this specialized secretarial series. It is designed to allow an experienced incumbent with either well-developed office administrative or secretarial support skills to learn the terminology, formats and procedures in the legal secretarial field, or an incumbent with knowledge of legal office terminology, formats and procedures to learn office administrative and secretarial support skills. This class is alternately staffed with Legal Secretary II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher level class.

Legal Secretary II is the journey level class of this series, fully competent to independently perform a wide range of legal secretarial support work. General procedures and guidelines are normally established by the secretarial supervisor or the Court Hearing Master to which assigned; however, day-to-day activities may require the use of initiative and independent judgment. Responsibilities include regular contact with Court and County staff and outside agencies in situations where tact and discretion are important. This class is distinguished from Senior Legal Secretary in that the latter assigns, directs and reviews the work of a legal secretarial and/or support staff.

Legal Secretary I \$22.70 - \$33.50 Hourly

Legal Secretary II \$24.54 - \$36.21 Hourly

The **Legal Secretary I** is a training underfill position, upon successful completion of the training program the successful candidate will be non-competitively promoted to **Legal Secretary II**.

THIS POSTING REFLECTS THE SALARY SCHEDULE FOR THIS POSITION EFFECTIVE 7/1/2025. PLEASE NOTE THAT ALL ACTIVE EMPLOYEES ON 7/19/2025 WILL RECEIVE A SALARY DECREASE CONSISTENT WITH AN INCREASE IN PERS CONTRIBUTION. AS SUCH, PAY IS SUBJECT TO CHANGE AND MAY BE REVISED.

This examination will establish an Open Competitive 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 **confidential** and excluded from membership in the union.

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

MINIMUM REQUIREMENTS

Education and Experience: Legal Secretary I - Equivalent to graduation from high school, AND three (3) years of full-time general office experience, two (2) of which include legal office support experience. 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.

NOTE: Certain positions may require net typing speed of 50 wpm.

Legal Secretary II - In addition to the above: minimum of one (1) year of full-time experience in providing legal secretarial and administrative office support.

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 on the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

- Provides a variety of general secretarial and office administrative assistance to attorneys and support staff.
- Independently drafts, types and formats general and legal pleadings, subpoenas, briefs, contracts, ordinances and/or other legal documents and correspondence, memoranda and reports from attorney notes, brief instructions and/or printed materials into a computer word processing program.
- Follows attorney instructions and office policy and procedures to process a variety of legal processes and/or documents and obtains appropriate review and signatures.
- Reviews finished materials for appropriate use of the English language including: completeness, accuracy, formatting, spelling and grammar.
- Sets priorities and meets critical deadlines by scheduling court dates, meetings and/or appointments for attorneys and filing of legal briefs documents and other necessary paperwork with the court.
- Receives and screens visitors, emails and/or telephone calls and assists said contacts using good judgment, discretion, and proper interpretation of policies and procedures, providing information regarding the particular area of assignment and/or by referring the caller to the proper attorney or subject matter expert.

- Uses computer databases, online legal resources and/or written law materials to research and retrieve data, and prepare reports.
- Keeps desk and office area organized and maintains chronological tickler system for files and time sensitive document deadlines.
- Relieves attorneys of certain administrative matters by contacting case witnesses for pretrial conferences, following up on projects, transmitting information, keeping informed of daily schedules and arranging for meetings.
- Contributes to the efficiency and effectiveness of the team, office and Clark County as a whole by participating as an active member of the work team, offering ideas and/or suggestions on how to improve processes and by providing excellent internal customer service, external customer service to fellow coworkers and Clark County constituents.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, strength to lift files weighing up to 25 pounds, 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>