



Clark County

COURT HEARING MASTER (GUARDIANSHIP)

SALARY	\$65.54 - \$96.77 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	EXEMPT	JOB NUMBER	29852
DEPARTMENT	District Court	OPENING DATE	07/29/2025
CLOSING DATE	8/19/2025 5:01 PM Pacific		

ABOUT THE POSITION

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

The Eighth Judicial District Court is seeking qualified candidates for the position of Court Hearing Master. This position is currently assigned to hear cases involving Guardianship (adult and/or minor), which requires rendering decision based upon applicable Nevada Revised Statutes, including NRS 159 and NRS 159A, Statewide Rules for Guardianship, and relevant case law. The hearing master will be required to conduct hearings, make recommendations based upon the evidence and the applicable law, prepare proposed orders for the Court, manage heavy in-court calendars, as well as significant out-of-court documentary preparation and processing. The Hearing Masters will generate findings of fact, conclusions of law, and recommendations, to assist the Court in efficiently managing the guardianship caseload. The Hearing Master will serve as a liaison to the judges, making recommendations to the court so that the parties are receiving quality and expedient access to justice. The Hearing Masters are expected to research statutes, rules, and case law in order to properly manage the cases in their relevant area of service, so that their recommendations are legally sound and reliable. The Hearing Master will be required to generate documents from prepared court-approved forms, as well as those that will need generated by the Hearing Master, uniquely drafted for specific scenarios that will arise during their service. The Hearing Master will work closely with assigned staff in the various guardianship judicial departments, to manage the cases specific to said judicial officer.

This role requires knowledge of federal, state and local laws related to the court hearing matters; relevant case law; methods and techniques of legal research and investigation; judicial procedure and rules of evidence; principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; computer applications related to the work; records management principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

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 five (5) years as a practicing attorney within the State of Nevada. Must be a member of the State Bar of Nevada who is in good standing and has been so for a minimum of five (5) continuous years.

Working Conditions: May not engage in the private practice of law.

Licensing and Certification: Must be a member in good standing of the State Bar in the State of Nevada.

Resume Requirement: Candidates are required to submit a resume and cover letter. Resume and cover letter must be received by District Court Human Resources at or prior to 5:00PM on the posted closing date. Resume must be submitted to the attention of EJDC Recruitment, via fax at (702) 671-4560, or email to EJDCRecruitment@ClarkCountyCourts.us, or mailed/hand-delivered to District Court Administration, 200 Lewis Avenue Room 2111, Las Vegas, Nevada, 89155-1791. Candidate's name and position applied for must be clearly indicated on the resume.

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

- Hears court matters pursuant to Nevada Revised Statutes.
- Procures the attendance of witnesses by issuance of subpoenas.
- Requires the production of evidence.
- Takes evidence and rules upon its admissibility.
- Hears arguments.
- Makes findings of fact, conclusions of law and makes recommendations.
- Confers with the appropriate District Court judges to review cases and address concerns and issues.
- Provides information to attorneys and interested parties over the telephone, in person or through written correspondence.
- Assists in the drafting and reviewing proposed legislation; researches implications of such legislation and makes recommendations as required.
- Makes presentations to professional, educational and community groups regarding the assigned function; confers with representatives of other County departments to coordinate and facilitate work.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned support staff.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required.
- 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.
- Uses standard office equipment, including a computer, in the course of the work.

PHYSICAL DEMANDS

Mobility to work in a typical office or court 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.

Clark County

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Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>