



Clark County

SENIOR LEGAL OFFICE SPECIALIST

SALARY	\$24.14 - \$35.62 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	29949
DEPARTMENT	District Court	OPENING DATE	08/12/2025
CLOSING DATE	8/26/2025 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	200

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Senior Legal Office Specialist position. The ideal candidate will be responsible for assigning, directing, and reviewing the work of other legal office support staff, as well as providing various administrative tasks for the Program Administrator and other supervisory staff at the CASA program, whose mission is to recruit, screen, train, and retain CASA volunteers. This staff member will be responsible for reviewing various court documents involving abused and neglected children. They will also provide difficult, complex, technical, specialized, and/or confidential legal office support to various County legal or court offices.

This role requires knowledge of basic supervisory principles and practices; policies and procedures related to the department to which assigned; legal office terminology, forms, documents and procedures; the use of specified computer applications involving word processing, data entry and/or standard report generation; business arithmetic; office administrative practices and procedures; business letter writing and the standard format for typed materials; record keeping principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.

THIS RECRUITMENT IS LIMITED TO THE FIRST 200 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.

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 District Court Human Resources.

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

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful selected candidates will be eligible for benefits during the duration of employment.

Some positions may be confidential positions and are 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: Equivalent to graduation from high school AND four (4) years of full-time experience in providing office support which required the use of legal terminology and the processing of legal documents. 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 one (1) year.

Working Conditions: Specific positions may require working evening, night, weekend and holiday shifts.

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

- Provides lead direction, training and work review to a legal office support work unit; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, disciplinary and other personnel matters; may sign evaluation forms and counsel employees as required.
- Performs difficult, complex, technical and/or specialized confidential legal office support work, which may require the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to the department to which assigned.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic and statistical calculations.
- Provides information to the public or to County staff that requires the use of judgment and the application of policies, rules or procedures.
- Organizes, maintains and purges various departmental files.
- Types correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter or computer.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; may access statewide confidential computer data networks.
- 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.
- Oversees and personally performs a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date; may arrange meetings by notifying participants, reserving rooms, making lodging and/or meal arrangements, etc.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; operates standard office equipment.

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>