



Clark County LEGAL OFFICE ASSISTANT I/II

SALARY	\$20.00 - \$30.52 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	30180
DEPARTMENT	District Court	OPENING DATE	10/14/2025
CLOSING DATE	10/28/2025 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	300

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Legal Office Assistant I/II position. This recruitment will be used to fill positions in various divisions within District Court to provide a variety of routine to difficult legal office support to the court which is often confidential. Duties may include receptionist tasks, multi-line telephone operation, document processing, schedule hearings, typing, word processing, computer entry, record keeping and filing.

Legal Office Assistant I - is the entry-level class of this legal office support series. Initially under close supervision, incumbents learn general, court, legal office, and County procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Legal Office Assistant 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 Office Assistant II - is the journey level class of this series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public will vary with the department to which assigned. This class is distinguished from Senior Legal Office Assistant in that the latter assigns, directs and reviews the work of a small legal office support staff. This class is further distinguished from Legal Office Specialist in that the latter performs the most difficult, technical, complex and/or specialized legal or court office support duties which require an additional definable body of technical knowledge or skill.

THIS RECRUITMENT IS LIMITED TO THE FIRST 300 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.

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

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 at either level 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 candidates will be eligible for benefits during the duration of employment.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

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

MINIMUM REQUIREMENTS

Education and Experience: Legal Office Assistant I - Equivalent to graduation from high school AND one (1) year of full-time general clerical experience. Experience in a legal setting preferred.

NOTE: Certain positions may require net typing speed of 45 wpm.

Legal Office Assistant II - In addition to the above, one (1) year 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: Specified positions may require working evening, night, weekend and holiday shifts and may require being able to pass a detailed background investigation. Specified positions may require exposure to potentially difficult or dangerous individuals.

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

- Reads and processes various legal documents such as court calendars, court orders, booking slips, probation reports, criminal records, petitions, proofs of service, garnishments, arrest warrants and other legal information for maintaining records.
- Verifies, codes, edits, enters and retrieves legal data and prepares reports using a computer system following established formats; may access confidential statewide data files.
- Reviews legal or court documents, arrest or incident records, probation reports, files and cases to identify inaccurate, inconsistent and unclear codes, data and other information; notifies appropriate staff and may participate in resolving problem situations.
- Checks court and legal documents for proper authorization and obtains missing signatures; refers documents to the proper staff.
- Performs court clerk duties in small claims court including swearing in parties and witnesses, recording the judgments, typing the minutes and assisting the Judge.
- Compiles data from multiple sources to complete and process legal forms, documents and reports in accordance with established procedures.
- Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions; may enter and retrieve information from a computer system.
- Receives and processes fees, fines or other monies; prepares receipts and balances money received. 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 perform general office support activities such as opening and distributing mail, processing outgoing mail, receiving and processing fees, fines or other monies, and ordering office supplies.

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>