



Clark County JURY COMMISSIONER

SALARY	\$38.23 - \$56.51 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	EXEMPT	JOB NUMBER	30652
DEPARTMENT	District Court	OPENING DATE	01/13/2026
CLOSING DATE	1/27/2026 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	150

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Jury Commissioner position. This position is responsible for the professional and administrative functions of Eighth Judicial District Court Jury Services. Provides for the notification and empanelment of all jurors for District Court, Justice Court, Coroner's inquest and Grand Jury proceedings in accordance with applicable laws. The Jury Commissioner directs all activities required to administer the system of selecting, screening, assignment and instruction of jury members. This class is distinguished from other legal and court support classes in that the duties relate specifically to the jury function rather than the provision of more general office and technical support to the courts and County legal staff.

This position requires knowledge of principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; applicable laws, codes and regulations related to jury notification and empanelment; computer applications related to the work; business arithmetic; standard office practices and procedures, including filing and the operation of standard office equipment; business letter writing and the standard format for typed materials; record management principles and practices; techniques for dealing with the public, in person and over the telephone; basic budgetary practices and terminology.

THIS RECRUITMENT IS LIMITED TO THE FIRST 150 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 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.

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MINIMUM REQUIREMENTS

Education and Experience: Equivalent to completion of two (2) years of college level course work in in business, public administration, judicial administration, communication or a related field AND four (4) years of full-time experience in providing support to professional staff in a court or legal office setting, one (1) year of which includes

lead or supervisory experience.

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

- Responsible for all professional and administrative functions of the Eighth Judicial District Court Jury Services.
- Demonstrates leadership that fosters a culture of excellent customer service by jury services staff for jurors, judicial officers, attorneys and other stakeholders.
- Plans, organizes, schedules, assigns, supervises, reviews and evaluates the work of assigned support staff.
- Recommends selection of staff; trains staff in jury functions; ensures that all staff are multiple-concept trained; administers discipline as required.
- Administers the budget for jury services and the processing of jury payroll; authorizes and approves payment for parking and lodging services for lengthy trials in accordance with NRS statutes and District Court guidelines.
- Oversees the analysis and calculation of jury summons orders; screens jurors regarding qualifications and ability to serve; maintains an automated database of potential jurors; directs the random selection and assignment of jurors to the appropriate court proceeding; manages jurors' requests for disqualification, postponements, and excusals; maintains records regarding excuse of service.
- Coordinates the selection process for the Grand Jury; prepares reports and budget documentation for the Grand Jury.
- Supervises the juror-orientation program and develops updates to all information presented.
- Researches, interprets and implements legislation affecting jury services within the courts; assures compliance with all rules of civil procedure, ethical rules of conduct, standard accounting principles and practices.
- Initiates evolving efficiencies in empanelment processing; coordinates information technology activity with assigned IT personnel for jury services; assists with the development of jury related applications and systems.
- Plans goals, objectives, procedures and work standards for the unit.
- Answers inquiries regarding jury service from prospective jurors, employers and other interested parties.
- Researches and resolves complaints regarding the jury service process; testifies in court as a subject matter expert as required.
- Provides written or verbal validation of juror reporting and serving.
- Maintains liaison with and coordinates jury provision activities with court personnel, judges, criminal justice agencies and other organizations.
- Makes presentations on jury management as a representative of the Court to external stakeholders and interested civic and community groups; serves on various task forces and committees as a representative of the Court.
- Reviews laws and codes regarding jury selection and assignment; recommends and implements procedural changes as required.
- Prepares periodic and special reports related to the work of the unit; writes correspondence, jury procedures manuals and other materials.
- Contributes to the overall quality of the court's service provision and consistency in court operations by reviewing, recommending and implementing improved policies and procedures.
- Oversees the maintenance and retention of accurate work records and files.
- 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.

Employer

Clark County

Address

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PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>