



## Clark County COURT PUBLIC INFORMATION ADMINISTRATOR

<b>SALARY</b>	\$35.38 - \$52.32 Hourly \$2,830.40 - \$4,185.60 Biweekly \$6,132.53 - \$9,068.80 Monthly \$73,590.40 - \$108,825.60 Annually	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	EXEMPT	<b>JOB NUMBER</b>	31146
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	05/12/2026
<b>CLOSING DATE</b>	5/26/2026 5:01 PM Pacific		

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### ABOUT THE POSITION

The Eighth Judicial District Court is seeking a dynamic and strategic communicator to serve as Court Public Information Administrator. This role is responsible for shaping how the Court communicates with the public, media, and community.

This position plans and delivers public information and education initiatives that highlight the Court's services and impact. Responsibilities include overseeing digital content, publications, and presentations; coordinating the development and maintenance of the Court's internet and intranet sites; and managing media and community outreach efforts.

Reporting to the Court Executive Officer, this position provides supervision and direction to staff supporting public information efforts, ensuring high-quality, consistent, and effective communications. The role is instrumental in promoting transparency, public trust, and understanding of the Court.

The ideal candidate brings experience in public information, media relations, and digital communications, along with strong writing, presentation, and leadership skills. The ability to translate complex information into clear, engaging content for diverse audiences is essential.

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

### MINIMUM REQUIREMENTS

**Education and Experience:** Equivalent to a Bachelor's Degree in Journalism, Communications, Public Information, or a field related to the work AND two (2) years of full-time professional experience in EITHER developing and implementing public information programs, OR as a writer or editor in the print or broadcast media. Experience, which will have provided knowledge of the operations of the department to which assigned, is desired.

**Working Conditions:** Attend meetings and make presentations outside of normal working hours. Respond to media on an off-hours, emergency basis.

**Licensing and Certification:** Must possess a valid Nevada Class C Driver's License at time of appointment.

**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 supervision, training, work review and evaluation to a staff providing public information and office support; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Consults with in-house clients to determine client requirements for short- and long-range planning and the development of varied programs and print and media materials to inform the public and support departmental activities and functions.
- Research information from departmental sources, including conducting interviews and reviewing files and other written documentation.
- Writes and edits news releases, feature articles, speeches, broadcast presentations, brochures, annual reports, newsletters and similar materials for newspapers, magazines, broadcast media and internal and external distribution.
- Represents the Clark County Courts in appearances with various media; makes presentations to business, community and other groups to present information and answer questions; develops and maintains media contacts.
- Plans and coordinates specific multi-media informational programs to publicize specific departmental activities; defines the segment of the public to be reached, recommends the most effective techniques to reach this public, and implements such activities upon approval.
- Designs visual presentations and works with graphic specialists to produce videos, graphic displays, charts, graphs, maps, posters, photographs, camera-ready artwork and other visual materials; prepares preliminary drafts of presentations for client approval, and develops finished materials incorporating changes resulting from client review.
- Prepares and coordinates the production of annual reports and other departmental written materials.
- Plans and coordinates special events such as open houses, exhibits, tours, dedications, etc.; ensures media coverage and appropriate notification to interested parties and attends to all details from provision of audio-visual equipment to food service.
- Serves as staff coordinator for scheduling appearances of and providing materials for staff presentations to various community, business and public groups.
- Schedules projects and determines the most effective way to produce finished materials; coordinates and directs the work of in-house assistants or contract specialists on a project basis.
- Maintains logs and records of work performed.
- 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; uses desktop publishing and graphics hardware and software and audio-visual equipment in the course of the work.
- Drives a personal or County motor vehicle to attend meetings, make presentations, visit various job sites, etc.

## PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment; mobility to drive a motor vehicle to attend meeting and reach off-site locations; stamina to remain seated and maintain concentration for an extended period of time, 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.

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**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>