



## Clark County ATTORNEY - DISTRICT COURT STAFF ATTORNEY

<b>SALARY</b>	\$48.16 - \$82.95 Hourly \$3,852.80 - \$6,636.00 Biweekly \$8,347.73 - \$14,378.00 Monthly \$100,172.80 - \$172,536.00 Annually	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	EXEMPT	<b>JOB NUMBER</b>	31409
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	06/30/2026
<b>CLOSING DATE</b>	7/14/2026 5:01 PM Pacific		

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### ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates for the Attorney – District Court Staff Attorney position. This journey-level role serves as a trusted legal advisor to the Court, providing independent, high-level legal support to judicial officers and senior administrators on a broad range of complex legal and governance matters. This position may be assigned to perform duties at either the Family Court Campus or the Regional Justice Center, based on operational needs.

The Staff Attorney maintains judicial recusal lists and assists with matters under Rule 2.11 of the Nevada Code of Judicial Conduct. Duties include reviewing documents submitted for signature pursuant to NRCP 70 and EDCR 5.216 & 7.51, providing legal advice to Court administrative departments, and serving as liaison with the Nevada Attorney General's Office for civil actions filed against the Court, its employees, or judicial officers.

Additional responsibilities include reviewing pleadings and motions, drafting and reviewing agreements and administrative orders, ensuring legal compliance of Court policies and procedures, responding to public records requests, and assisting with subpoenas and service of process. The position also includes representing the Court in legal proceedings and performing duties assigned by the Chief Judge, Presiding Judge or Court Executive Officer.

This is a journey-level classification requiring substantial experience in legal research and writing as well as oral advocacy. Work is performed with significant independence and involves complex legal analysis.

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 management position and excluded from membership in the union.

**NOTE: A cover letter and resume are required in addition to the completed employment application.** Candidates may be invited to the selection process based on specific criteria listed in the resume, such as experience in (example: policy development and implementation, programmatic and staff oversight, or experience in a public agency similar to District

Court). Applications submitted without a copy of the candidate's resume and cover letter are incomplete and may not be considered. Cover letter and resume may be submitted in the following ways.

- Uploaded as a PDF attachment to application at time of submission.
- Uploaded as a PDF attachment to an email and sent to [EJDCRecruitment@clarkcountycourts.us](mailto:EJDCRecruitment@clarkcountycourts.us)

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

## 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 two (2) years of full-time experience in professional legal work as a practicing attorney.**

**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

- Incumbents handle complex civil cases.
- Interviews and counsels complainants and witnesses in regard to prospective civil action.
- Drafts contracts, regulations, and legal memorandums.
- Attends administrative hearings and civil jury trials,
- Prepares and supervises the preparation of legal briefs Confers with and advises County officials, employees, department heads, and representatives on legal questions; renders legal opinions; drafts ordinances, resolutions and other legislative measures; represents the County in hearings and on cases initiated by or against the County.
- Conducts legal research and performs various studies; interprets and applies laws, court decisions and legal points and authorities for use in the preparation of cases, opinions and briefs for the litigation. litigates a variety of cases before County and State courts; dictates legal instruments, correspondence and reports.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and participating as an active member of a work team.
- Maintains accurate records and files; prepares a variety of records and reports as assigned.
- May assist Senior Attorney in the handling of complex civil cases.
- May provide training and instruction to Associate Attorneys.
- Uses standard office equipment, including a computer in the performance of the work.
- May drive a personal or County vehicle in the course of the work or be capable of arranging for transportation to off-site locations in order to attend meetings and conduct other legal business.

## PHYSICAL DEMANDS

Mobility to work in a typical office 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. Stand for prolonged periods of time. Speak in a clear and comprehensible manner. Hear and respond to questions posed. 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

**Phone**

(702)455-4565

**Address**

500 S. Grand Central Pkwy, 3rd Floor  
PO Box 551791  
Las Vegas, Nevada, 89155-1791

**Website**

<http://www.clarkcountynv.gov>