



Clark County
DISTRICT COURT COMMISSIONER- ADR

SALARY	\$67.31 - \$99.38 Hourly \$5,384.80 - \$7,950.40 Biweekly \$11,667.07 - \$17,225.87 Monthly \$140,004.80 - \$206,710.40 Annually	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	EXEMPT	JOB NUMBER	31609
DEPARTMENT	District Court	OPENING DATE	07/07/2026
CLOSING DATE	7/28/2026 5:01 PM Pacific		

ABOUT THE POSITION



THIS IS AN EXEMPT POSITION AND ANY RULES OR PROCEDURES GOVERNING THE COMPETITIVE PROCESS DO NOT APPLY

The Eighth Judicial District Court is seeking qualified candidates for a District Court Commissioner position. *The Court is recruiting for an assignment in the Alternative Dispute Resolution (ADR)/Discovery department. This position may also be utilized to support other departments or case types based on operational needs.*

The Commissioner assigned to the ADR/Discovery department will be responsible for implementing various alternatives through which participants can resolve civil disputes outside of traditional, costly, and protracted trials, furthering the District Court's mission of providing innovative, efficient, and fair access to justice. This Commissioner is also charged with resolving issues arising from pre-trial disputes involving discovery in civil cases.

Each Commissioner is appointed by and responsible to the full complement of District Court Judges and may be assigned to hear other matters such as Child Support, Juvenile Delinquency and Dependency, Guardianship, Probate, Civil Commitment, and any other case type as assigned.

This position requires knowledge of federal, state, and local laws related to court hearing matters; relevant case law; methods and techniques of legal research and investigation; judicial procedures and rules of evidence; principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation,

and employee training and discipline; computer applications related to the work; records management principles and practices; correct business English, including spelling, grammar, and punctuation; and techniques for effectively interacting with a diverse population, often in situations where interactions may be confrontational or strained.

NOTE: A cover letter and resume are required in addition to the completed employment application. Candidates may be invited to participate in the selection process based on specific criteria outlined in their resume, such as experience in Alternative Dispute Resolution, Civil Commitment proceedings, or comprehensive knowledge of civil case law. Applications submitted without a resume and cover letter are incomplete and will not be considered.

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

This examination may establish an 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

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 five (5) years as a practicing attorney within the State of Nevada.

Working Conditions: May not engage in the private practice of law.

Licensing and Certification: Must be a member in good standing of the State Bar in the State of Nevada.

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

- Hears court matters pursuant to Nevada Revised Statutes.
- Procures the attendance of witnesses by issuance of subpoenas.
- Requires the production of evidence.
- Takes evidence and rules upon its admissibility.
- Hears arguments.
- Makes findings of fact, conclusions of law and makes recommendations.
- Confers with the appropriate District Court judges to review cases and address concerns and issues.
- Provides information to attorneys and interested parties over the telephone, in person or through written correspondence.
- Assists in the drafting and reviewing proposed legislation; researches implications of such legislation and makes recommendations as required.
- Makes presentations to professional, educational and community groups regarding the assigned function; confers with representatives of other County departments to coordinate and facilitate work.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned support staff.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required.
- 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.

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

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

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>