Clark County

LEGAL OFFICE SPECIALIST

SALARY	$22.93 - $33.85 Hourly	**LOCATION**	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	**JOB NUMBER**	31913
DEPARTMENT	District Court	**OPENING DATE**	09/29/2026
CLOSING DATE	10/13/2026 5:01 PM Pacific	**MAX NUMBER OF APPLICANTS**	250

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the **Legal Office Specialist** position**.** This position provides complex, specialized, and confidential legal office support to various District Court offices. This is the specialist level in the legal office support series. Positions in this class have a definable body of knowledge and skills which exceed those required by lower level legal office workers and that is not normally learned in the job in a brief period of time.

This examination will 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 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.

Some positions may be confidential positions and are excluded from membership in the union.

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

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Policies and procedures related to the department or court to which assigned; legal office terminology, forms, documents and procedures; the use of specified computer applications involving word processing, data entry and/or standard report generation; accepting money and making accurate arithmetic calculations; office administrative practices and procedures; business letter writing and the standard format for typed materials; record keeping principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

Performing technical, specialized, complex or difficult legal office support work; reading, understanding and processing legal and court documents and extracting relevant information; understanding, applying and explaining legal processes and procedures; using applicable legal office terminology, forms, documents and procedures in the course of the work; maintaining accurate legal files and records; dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained; specific positions maybe required to transcribe various materials from dictating equipment; using initiative and independent judgment within established procedural guidelines; organizing own work, setting priorities and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school and three (3) years 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: Specific positions may require working evening, night, weekend and holiday shifts. Specific positions may be exposed 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

- Performs difficult, complex, technical and/or specialized confidential legal office support work, which may require the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to the department to which assigned.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic and statistical calculations.
- Provides information to the public or to County staff that requires the use of judgment and the application of policies, rules or procedures.
- Organizes, maintains and purges various departmental or court files.
- Types correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter or computer.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Serves as clerk in small claims, traffic, civil or criminal court including contacting and scheduling attorneys who sit as referees, preparing cases and ensuring paperwork is accurate and complete, preserving evidence, typing court orders and instructions.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; may access statewide confidential computer data networks.
- Receives and processes fees, fines and other monies; prepares receipts and balances such money.
- 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.
- Oversees and personally performs a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date; may arrange meetings.
- Acts as receptionist - receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call.

- Operates standard office equipment.
- May train others in work procedures or provide lead direction to other support staff.

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

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PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone
(702)455-4565

Website
http://www.clarkcountynv.gov