Clark County

COURT LAW CLERK

SALARY	$36.34 - $53.73 Hourly	**LOCATION**	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	**JOB NUMBER**	2026 DCLC3X
DEPARTMENT	District Court	**DIVISION**	District Court
OPENING DATE	11/24/2026	**CLOSING DATE**	12/8/2026 5:01 PM Pacific

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates for the Court Law Clerk position. This role supports judicial staff by conducting legal research, drafting legal documents, and assisting with project coordination. This position offers an excellent opportunity for recent law school graduates who are awaiting bar exam results or have recently passed the State Bar Exam to gain valuable hands-on experience within the judicial system while developing their legal research, writing, and analytical skills.

This is a limited scope class, designed to provide practical experience to recent law school graduates as they prepare to take their Bar examinations. Positions may also be filled by individuals who have passed the Bar, but have not yet entered practice. The work will vary, depending upon whether assigned to a legal office or a court, but all assignments are characterized by the necessity for legal research and writing skills within clear guidelines. This class is distinguished from the Legal Research Assistant classes in that the latter are paraprofessional positions specializing in defined legal research and the provision of office support.

This role requires knowledge of methods and techniques of legal research and investigation; judicial procedure and rules of evidence; applicable laws, codes and regulations; computer applications, particularly as related to the performance of legal research; standard office practices and procedures, including filing and the operation of standard office equipment; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds. Human Resources reserves the right to call only the most qualified applicants to the selection process.

This examination will establish an Open Competitive Eligibility list to fill current and/or future vacancies Scheduling dates will vary depending on when the application was received and reviewed by Human Resources.

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

NOTE: A resume is required in addition to the completed employment application. Applications submitted without a copy of the candidate's resume are incomplete and will not be considered. You may also be asked to submit a law school transcript.

MINIMUM REQUIREMENTS

Education and Experience: Graduation from an accredited law school with a Juris Doctor (professional doctorate) degree. Full-time experience in performing legal research and/or writing legal opinions or documents is desirable.

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

- Researches applicable legal and factual issues using computerized techniques and/or law library materials at the direction of an attorney or judge.
- Interprets and applies laws, court decisions and other legal authorities in the preparation of briefs, pleadings and other legal papers.
- Drafts memoranda, opinions and other documents related to findings on specific cases or issues.
- Researches and explains departmental, County and State procedures to attorneys and departmental support staff.
- 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.
- Maintains accurate records and files; prepares a variety of records and reports as assigned.
- 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.

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. 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