



Clark County

## DISTRICT/FAMILY COURTROOM CLERK I/II

<b>SALARY</b>	\$22.34 - \$37.36 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	27792
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	07/02/2024
<b>CLOSING DATE</b>	7/16/2024 5:00 PM Pacific	<b>MAX NUMBER OF 300 APPLICANTS</b>	

### ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the District/Family Courtroom Clerk I/II position. This position ensures that all case files, documentation, and participants are organized and available for efficient and effective District and Family courtroom operations; acts as the liaison between the court and proceeding participants, maintains audio, video, and manual records of court proceedings and follow up as required.

District/Family Courtroom Clerk I - is the entry-level class in the technical court support class series. Initially under close supervision, incumbents learn and perform the more routine duties while learning District Court policies and procedures. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with District/Family Courtroom Clerk II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

District/Family Courtroom Clerk II - is an experienced court office support class, familiar with terminology, procedures and documents found in the District and Family court systems. Responsibilities include frequent contact with court officials, attorneys and the public and the interpretation and application of rules and regulations in situations, which may require tact and judgment. This class is distinguished from other legal office support classes in that they center around court operations and activities, rather than the processing of legal documents. It is further distinguished from District/Family Courtroom Clerk Supervisor in that the latter is the first full supervisory level in this class series.

The District/Family Courtroom Clerk I is a training underfill position, upon successful completion of the training program, the successful candidate will be non-competitively promoted to District/Family Courtroom Clerk II .

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.

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## MINIMUM REQUIREMENTS

### Education and Experience:

**District/Family Courtroom Clerk I - District/Family Courtroom Clerk I - Equivalent to graduation from high school, AND two (2) years of full-time clerical or office support experience, one year of which is in a legal or court setting. 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.**

**NOTE: Must type at a net rate of 50 words per minute. Must have a verifiable certification in shorthand/speedwriting and be able to take dictation by hand at a net rate of 70 words per minute and transcribe it accurately. If not certified at time of hire, must agree to become certified in typing at a net rate of 50 words per minute and in shorthand/speedwriting and be able to take dictation by hand at a net rate of 70 words per minute and transcribe it accurately within twelve (12) months from the date of hire.**

**District/Family Courtroom Clerk II - In addition to the above: One (1) year of full-time experience in recording actions and assisting courtroom activities in a District, Family, or similar court setting. Must be able to independently perform the functions required of a District/Family Courtroom Clerk.**

**NOTE: Must have a verifiable typing certification documenting a minimum typing proficiency of 50 net words per minute and a verifiable certification in shorthand/speedwriting documenting the ability to take dictation by hand at a net rate of 70 words per minute and transcribe it accurately. Typing certification and Shorthand/speedwriting certification required at the time of application for employment consideration as a D/F Courtroom Clerk II.**

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.

**Working Conditions:** Work with exposure to potentially difficult or dangerous individuals. Work with exposure to potentially hazardous evidence materials. Work extended shifts or be called back in unusual situations.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

## EXAMPLES OF DUTIES

Prepares and distributes court calendars; ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of court session. Ensures that court officials and all participants are made aware of the case under consideration. Attends court, administers oaths, swears in juries and others, maintains audio, video and manual records of actions taken and prepares minute orders which summarize proceedings and actions. Reviews orders and other legal documents to ensure accuracy and compliance with the Court's order and/or proceedings; maintains a tracking system of these documents. Maintains chain of evidence and ensures security of all property, files and documents; marks exhibits as required. Sets cases for hearing, being cognizant of participant schedules, bind over regulations and other required deadlines; maintains current records on case status. Responds to inquiries and provides factual information regarding court proceedings to attorneys, court and law enforcement officials, County staff and the public. Maintains liaison with attorneys; assigns appointments and ensures that attorneys have been notified. Composes a variety of correspondence and other written materials from instructions or brief notes; types or word processes a variety of materials. 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. May direct the work of and instruct others in court procedures. Maintains accurate records and files; may prepare periodic or special reports related to work performed. Uses standard office equipment, including a computer, in the course of the work.

## PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, strength to lift files weighing up to 30 pounds, strength to push/pull carts weighing up to 50 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.

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**Agency**

Clark County

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