



Clark County  
**LEGAL OFFICE ASSISTANT I/II**

<b>SALARY</b>	\$17.71 - \$29.63 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	27817
<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>	

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## ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Legal Office Assistant I/II position. This recruitment will be used to fill positions in various divisions within District Court to provide a variety of routine to difficult legal office support to the court which is often confidential. Duties may include receptionist tasks, multi-line telephone operation, document processing, schedule hearings, typing, word processing, computer entry, record keeping and filing.

**THIS RECRUITMENT IS LIMITED TO THE FIRST 300 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.**

The Legal Office Assistant I is a training underfill position, upon successful completion of the training program the successful candidate will be non-competitively promoted to Legal Office Assistant II.

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 at either level 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 non-union positions and are excluded from membership in the union.

## MINIMUM REQUIREMENTS

**Education and Experience:**

**Legal Office Assistant I - Equivalent to graduation from high school AND one (1) year of full-time general clerical experience. Experience in a legal setting preferred.**

**NOTE: Certain positions may require net typing speed of 45 wpm.**

**Legal Office Assistant II - In addition to the above, one (1) year of full-time experience in providing office support which required the use of legal terminology and the processing of legal documents. Related education may be substituted for experience on a year-for-year basis to a maximum of one (1) year.**

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:** Specified positions may require working evening, night, weekend and holiday shifts and may require being able to pass a detailed background investigation. Specified positions may require exposure 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.

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

## **EXAMPLES OF DUTIES**

Reads and processes various legal documents such as court calendars, court orders, booking slips, probation reports, criminal records, petitions, proofs of service, garnishments, arrest warrants and other legal information for maintaining records. Verifies, codes, edits, enters and retrieves legal data and prepares reports using a computer system following established formats; may access confidential statewide data files. Reviews legal or court documents, arrest or incident records, probation reports, files and cases to identify inaccurate, inconsistent and unclear codes, data and other information; notifies appropriate staff and may participate in resolving problem situations. Checks court and legal documents for proper authorization and obtains missing signatures; refers documents to the proper staff. Performs court clerk duties in small claims court including swearing in parties and witnesses, recording the judgments, typing the minutes and assisting the Judge. Compiles data from multiple sources to complete and process legal forms, documents and reports in accordance with established procedures. Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions; may enter and retrieve information from a computer system. Receives and processes fees, fines or other monies; prepares receipts and balances money received. 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 perform general office support activities such as opening and distributing mail, processing outgoing mail, receiving and processing fees, fines or other monies, and ordering office supplies.

## **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.

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**Agency**

Clark County

**Phone**

(702)455-4565

**Address**

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PO Box 551791  
Las Vegas, Nevada, 89155-1791

**Website**

<http://www.clarkcountynv.gov>