



**EIGHTH JUDICIAL DISTRICT COURT**

Human Resources Division  
200 LEWIS AVENUE  
Las Vegas, NV 89155-1791  
(702) 671-0792

**INVITES APPLICATIONS FOR THE POSITION OF:  
COURT HEARING MASTER  
(JUVENILE DELINQUENCY AND DEPENDENCY)  
SALARY: \$ 122,470.40 - \$189,800.00 annually**

**APPLICATION DEADLINE:** August 9, 2024 at 5:01PM

**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 our Court Hearing Master position. This position is currently assigned to hear cases involving Juvenile Delinquency, Emancipation, and Protection Orders in which the adverse party is a minor. The Court Hearing Master position serves at the pleasure of the Chief Judge for the Eighth Judicial District Court EDCR 1.30. The Court Hearing Master may be assigned to hear other matters such as Child Support, Domestic Violence Protection Orders, Probate, Discovery, Criminal Specialty Treatment Courts, Civil Commitment and any other case type as assigned. The Hearing Masters hear oral arguments, review written filings, and consider evidence. The Hearing Masters make findings of fact, conclusions of law and recommendations to the District Court. The Hearing Masters are expected to research statutes, rules, and case law in order to maintain expertise in their relevant areas so that their recommendations are well-presented.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

**Must be a member of the State Bar of Nevada who is in good standing and has been so for a minimum of five (5) continuous years.**

**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.

**Resume Requirement:** Candidates are required to submit a resume (and preferably a cover letter). Resume must be received by District Court Human Resources at or prior to 5:00PM on the posted closing date. Resume must be submitted to the attention of

EJDC Recruitment, via fax at (702) 671-4560, or email to [EJDCRecruitment@ClarkCountyCourts.us](mailto:EJDCRecruitment@ClarkCountyCourts.us), or mailed/hand-delivered to District Court Administration, 200 Lewis Avenue Room 2111, Las Vegas, Nevada, 89155-1791. Candidate's name and position applied for must be clearly indicated on the resume.

**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. 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.

**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.

**HOW TO APPLY:** [APPLY HERE](#) and attach resume and cover letter on or prior to application deadline.

