



Clark County COURT HEARING MASTER

SALARY	\$126,152.00 - \$195,499.20 Annually	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	EXEMPT	JOB NUMBER	CHM-PROBATE-2024
DEPARTMENT	District Court	OPENING DATE	09/13/2024
CLOSING DATE	10/1/2024 5:00 PM Pacific		

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 Probate Commissioner position . This position is currently assigned to hear cases and render legal opinions and decisions in matters involving probate law. The Probate Commissioner prepares the calendar and related materials for and conducts the session of Probate. In addition, the Probate Commissioner, as a hearing master, conducts Evidentiary Hearings of contested probate matters.

MINIMUM REQUIREMENTS

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, 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.

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.

Agency

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>