



Clark County  
**ADMINISTRATIVE SECRETARY**

<b>SALARY</b>	\$24.07 - \$37.36 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	27767D
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	01/14/2025
<b>CLOSING DATE</b>	1/21/2025 5:00 PM Pacific	<b>MAX NUMBER OF APPLICANTS</b>	250

## ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified applicants for a position intended to fill a vacancy in our Jury Services Division. While the position is primarily designed to support the judicial process through jury selection and juror preparation, it may also be utilized to assist in other areas as needed. Jury Services plays a vital role in coordinating juror communications, addressing public inquiries, and ensuring court operations run efficiently. If you are detail-oriented and passionate about public service, this is your chance to make a meaningful impact.

**THIS IS A DEPARTMENTAL RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF EIGHTH JUDICIAL DISTRICT COURT AND CLARK COUNTY WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.**

This examination will establish a Departmental Eligibility list to fill current and/or future vacancies that may occur within the next three (3) months at either level or may be extended as needed by Human Resources.

District Court Human Resources reserves the right to call only the most qualified applicants to the final hiring interview.

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

## MINIMUM REQUIREMENTS

### Education and Experience:

Equivalent to graduation from high school **AND** five (5) years of full-time general clerical experience two (2) years of which includes providing office, administrative and secretarial assistance to management and professional staff.

**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 up to two (2) years.**

**NOTE:** Specific positions may require typing at a rate of 50 net words per minute from printed copy and skill in taking dictation at a rate of 75 words per minute by hand or stenographic machine and transcribing it accurately.

**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

Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person. Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed. Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required. Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or prior materials; may use word processing equipment and input or retrieve data or prepare reports using an on-line or personal computer system. Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase and repair and personnel document preparation. May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage. Organizes and maintains various office files, including personnel and tickler files; purges files as required. Assists with the development and administration of the division budget; may prepare or maintain statistical, fiscal or payroll information. Follows up on projects, transmits information, and keeps informed of division activities. Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines. 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 provide lead direction to office support staff; may instruct staff in work procedures and/or review work for format, accuracy and consistency.

## 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.

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### 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>