

# RENO JUSTICE COURT

WASHOE COUNTY, NEVADA



## DEPUTY CLERK

Reno Justice Court is seeking qualified candidates to apply for a Deputy Clerk position. With a bench comprised of five elected judges, Reno Justice Court is the busiest limited jurisdiction court in northern Nevada and the 3rd largest in the state, with more than 35,000 annual filings. Our mission is to promote and preserve the rule of law and protection of rights by providing a fair, independent, and impartial forum for the peaceful resolution of legal conflicts.

**Deadline to Apply:** July 31, 2024, at 5:00 p.m.

**Annual Salary:** \$56,929.60 - \$86,299.20  
\$27.37 - \$41.49 hourly  
Based on 26 bi-weekly pay periods yearly

**Benefits Package:** Comprehensive benefits package includes vacation and sick leave accrual; medical, dental, vision and life insurance; and State of Nevada PERS retirement plan. Additional insurance and savings plans offered.

**Application Requirements:**

A complete application packet will include the following:

- ✓ Cover Letter
- ✓ Resume
- ✓ 3 Professional References

**How to Apply:** Submit complete application packet as a PDF document to Heidi Howden, Court H.R., at [RenoJusticeCourt-HR@washoecounty.gov](mailto:RenoJusticeCourt-HR@washoecounty.gov)



**Reno Justice Court is an  
Equal Opportunity Employer**

### **Position Overview**

Performs specialized clerical and customer support for assigned department of Reno Justice Court. The position requires day to day interaction with the public who appear at the court for scheduled court appearances, court information, court documents and to make payments.

### **Experience and Training Requirements**

The ideal candidate will have excellent customer service experience, knowledge of legal terminology and practices involving the filing and processing of various legal documents, as well as the ability to communicate effectively and courteously the public and co-workers.

#### **Minimum Qualifications**

- Minimum of four years full-time experience in clerical or office support work, preferably in a legal or customer service focused setting.
- High school diploma or an equivalent certification
- Standard proficiency with Microsoft Office applications (e.g., Word, Excel, Outlook)

### **Required License or Certificate**

None.

### **Examples of Duties**

Duties of the Deputy Clerk II include but are not limited to:

- Respond to inquiries in person and over the phone from the public, judicial staff, Reno Justice Court administrative staff and stakeholders regarding cases, filings, judgments, court procedures and case resolution options.
- Receive, compile, and organize information for the preparation of documents, records, reports, and correspondence of assigned area.
- File various court related documents such as pleadings, exhibits and judgments.
- Perform data entry tasks associated with case management updates and statistical reporting
- Maintain financial case records in the performance of taking payments and receipting money
- Interact in a professional work environment

### **Physical Requirements:**

Must have the ability to sit and stand for extended periods of time and frequently walk short distances. May be required to lift and move objects weighing up to 10 pounds on occasion. Required to use office equipment including telephones, computers, and copy machines.

### **The Selection Process**

Complete application packets will be reviewed for minimum qualifications. Candidates chosen from information provided in a cover letter and resume will be invited to participate in an interview.

### **Additional Information**

Positions within Reno Justice Court are considered positions of public confidence and trust, and all employees must adhere to the Judicial Model Code of Conduct. Additionally, Reno Justice Court employees are at-will employees of the judicial branch of government. Employees may be released from employment at any time without cause.

Reference and background checks, including fingerprinting, are required of candidates who receive an offer of employment. All offers of employment are contingent upon passing a background investigation.

Please contact the Reno Justice Court regarding ADA considerations or accommodations.

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