RENO JUSTICE COURT

WASHOE COUNTY, NEVADA

JUDGES' ADMINISTRATIVE ASSISTANT

Reno Justice Court is seeking qualified candidates to apply for a Judges' Administrative Assistant position. With a bench comprised of six elected judges, Reno Justice Court is the busiest limited jurisdiction court in northern Nevada and the 3rd largest in the state. 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:	Sunday, November 29, 2026, at 11:59 p.m.
Annual Salary:	$81,702.40 – $106,246.40 annually $39.28 - $51.08 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; State of Nevada PERS retirement plan. Additional insurance and savings plans offered.
How to Apply:	1) Combine the following and submit as a single PDF document: ✓ Cover Letter ✓ Resume ✓ 3 Professional References ✓ Completed supplemental questionnaire 2) Supplemental questionnaire is listed at end of this announcement.

E-Mail to: RenoJusticeCourt-HR@washoecounty.gov
OR
Mail or Hand Deliver to: Reno Justice Court
Attn: Andrea Clarke, Court H.R. Rep.
1 S. Sierra St.
Reno, NV 89501



Reno Justice Court is an Equal Opportunity Employer

Position Overview

Under limited supervision, perform various specialized legal research and complex administrative support for the judges and administration of the court.

Education and Experience

Equivalent combination of formal education and applicable related experience may be considered.

- High school diploma or equivalent
- At least five years of administrative work experience, preferably in a legal or governmental environment preferred.
- Proficient in Office 365, particularly Word, PowerPoint, and Excel.

License or Certification

- Licensure as a Notary Public is preferred.
- Paralegal certification is preferred.

Knowledge and Abilities:

Knowledge of:

- Legal terminology and forms and documents used in legal administrative work.
- Principles and practices used in minute taking and preparation.
- Principles and practices of data collection and report preparation.
- Records management principles and practices.
- Research techniques and methods of business letter writing.

Ability to:

- Prepare and maintain accurate and complete records, documents, and legal materials.
- Meet and deal tactfully with the public and other individuals contacted in the course of work.
- Maintain confidentiality of sensitive information.
- Plan and organize work to meet schedules and timelines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with internal and external parties.
- Manage a high-volume caseload independently in a fast-paced environment, prioritizing competing tasks to consistently meet deadlines.
- Organize your own workload and balance multiple concurrent assignments while delivering timely, accurate results.

Examples of Duties

The Judges' Administrative Assistant essential duties and responsibilities include but are not limited to:

- Coordinate judges' schedules with those of court administration, attorneys, and others participating in court activities.
- Schedule and coordinate calendar coverage as necessary.
- Participate in special projects, assignments, and activities as assigned
- Review documents and ensure proper signatures are obtained and records are distributed to appropriate parties.
- Independently respond to routine letters and general correspondence; compose, type, proofread, and prepare orders, letters, memoranda, and reports pertaining to court policies from rough drafts, verbal instructions, or transcribing recordings using various software applications.
- Receive, screen, and direct telephone calls and emails for assigned judges.

- Maintain assigned judges' libraries.
- Compile data and prepare reports and documents for assigned judges, including expense reports, continuing legal education hours, financial disclosure statements, and case assignments.
- Arrange travel itineraries and accommodations, verify expenses, and prepare vouchers for reimbursement.
- Perform additional duties as assigned.

Capability Requirements:

Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and fast paced environment; continuously required to read computer screen.

The Selection Process

Submitted documents will be reviewed for minimum qualifications. Candidates chosen from information provided in a cover letter, resume, supplemental questionnaire and three professional references 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 reason or 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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Judges' Administrative Assistant Supplement Questionnaire

(Must be included in application packet)

1) **Please provide a detailed summary of any experience or education that you have in drafting or editing legal documents such as briefs, motions, legal memoranda, or court orders. Your summary should include any relevant information regarding your ability to edit for grammar and proper legal citation.**

2) **Please describe any experience you have with conducting legal research. Your description should include your comfort level with navigating subscription-based legal research databases (such as Westlaw, Westlaw CoCounsel Legal, etc.) as well as other online resources that are available to the public at large.**

3) **Please provide a detailed summary of any education and experience you have with accessing, understanding, and applying court rules such as rules of civil procedure, rules of criminal procedure, and/or rules of professional conduct.**

4) **Please describe any previous experience you have with managing and organizing large case files containing many different types of documents.**

5) **Please describe any previous education and/or experience you have with project management.**