

STATE OF NEVADA FIFTH JUDICIAL DISTRICT COURT

DISTRICT COURT JUDICIAL LEGAL SECRETARY

SALARY RANGE
\$19.92 – 26.21 Hourly
FLSA: Non-Exempt
Bargaining Unit: Non-Represented

CLASS CHARACTERISTICS:

Under the direction of the assigned District Judge, performs advanced legal secretarial and administrative duties. Responsibilities include preparing legal documents, managing court-related correspondence and files, maintaining calendars, assisting with juror processing, supporting the Judge and Supervising Legal Secretary with various tasks.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Prepares records, dispositions, and general information into legal form; maintains office calendars and maintains legal files.
2. Prepares pleadings, correspondence, memoranda from rough draft into legal form including opinions, affidavits, judgments, orders, and composes general correspondence and memoranda.
3. Performs general clerical tasks such as copying, handling mail runs, filing, creating new case files, answering and directing incoming calls, and maintaining the Judge's bench book and form books.
4. Answers inquiries from the general public via telephone and/or in person regarding legal matters.
5. Maintains and orders office and court supplies, legal forms, and publications.
6. Assists with processing jurors, including preparing documentation and coordinating with the clerk's office.
7. Maintains accurate records and status updates for cases filed, dismissed, and adjudicated.
8. Attends court hearings and prepares notes or summaries of proceedings as directed by the Judge or Supervisor.
9. May travel with the Judge to court locations in Nye, and Esmeralda County, to provide in-court and out-of-court legal secretarial support.
10. Performs other related duties as assigned to support judicial and court operations.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that provides the knowledge and skills required to perform the duties of this position. A typical qualifying background includes Graduation from high school or equivalent; and one or more years of legal secretarial experience, preferably within a court, legal, or governmental setting.

KNOWLEDGE OF:

Statutes, regulations, rules and orders applicable to the District Court. Computer applications related to the work; standard office practices and procedures, including filing and the operation of standard office equipment; business letter writing and the standard format for typed materials; record keeping principles and practices; correct business English, including spelling, grammar, and punctuation; techniques for dealing with the public, in person and over the telephone; basic legal terminology and court procedures. Ability to use and learn various case management systems.

LICENSES:

Possession of a valid Nevada Driver's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Reports to the assigned District Judge and receives direction from the Supervising Legal Secretary. No supervisory responsibilities.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; exposure to a variety of court evidence including hazardous material; ability to travel to different sites and locations in compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

WORKING CONDITIONS:

Professional legal and court office environment. Occasional travel required within the counties served by the Fifth Judicial District Court.

CONDITIONS OF EMPLOYMENT:

- Employees of the Fifth Judicial District Court serve at the pleasure of the District Court judges.
- Employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Employment is contingent upon passing a drug screen.
- The Fifth Judicial District Court participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov
- The Fifth Judicial District Court is an Equal Opportunity Employer.