



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

*We do not accept resumes in lieu of the District Court Application*

Direct application packet to:

Shannon Parke-Judicial Assistant  
775-328-3880 (phone)  
775-328-3534 (fax)

[Shannon.Parke@washoecourts.us](mailto:Shannon.Parke@washoecourts.us)



*The Second Judicial District Court is an  
Equal Employment Opportunity  
Employer*

**Judge's Administrative Assistant  
Department 15  
\$86,590.40. annual salary  
Plus a comprehensive benefits package**

**Announcement: March 30, 2021**

**Filing Deadline: Open Until Filled**

Interested applicants should apply online at <http://www.washoecourts.com>.

## **THE DISTRICT COURT**

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

## **POSITION DESCRIPTION**

Under direction, performs a variety of highly responsible, confidential, and complex executive level secretarial and administrative duties involved in providing assistance to an assigned District Court Judge or group of judges; provides general information and assistance to the public; facilitates office management processes as an intermediary on delegated administrative matters affecting department and Court operations. Specific duties and responsibilities may vary based upon the assigned judicial department and requirements of the assigned judge(s).

## **MAJOR DUTIES INCLUDE:**

- Performs a wide variety of complex, responsible, and confidential executive level secretarial and administrative duties for assigned judge(s) involving the use of independent judgment and personal initiative. Assists in the processing and completion of administrative operations for an assigned judge(s).
- Assists in resolving non-judicial administrative questions and problems not requiring the personal attention of the judge(s); acts as an administrative liaison when conferring with other judicial departments and units; independently responds to routine letters and general correspondence; composes and prepares letters, memoranda, and reports pertaining to Court business and activities.
- Serves as a primary source of information regarding Court policies, procedures, objectives, and operational functions in the assigned area; responds to inquiries in person, by telephone and email; communicates accurate information using sound judgment and professional knowledge; resolves complaints and handles all citizen inquiries appropriately and professionally.
- Receives, compiles, and organizes information for the preparation of correspondence, documents, and reports as assigned; prepares a variety of correspondence, documents, and reports; composes confidential correspondence, documents, and reports; maintains confidentiality of information; maintains detailed calendar for the assigned judge(s); arranges interviews, appointments, schedules, conferences, travel arrangements, and itineraries; schedules and coordinates the daily activities of the judge and the department; ensures that critical deadlines are met; develops office procedures and work processes based upon priorities, needs, and established time frames.
- Establishes and maintains complete judicial records and files; manages and monitors document control and tracking systems; updates publications, reports, and records as needed; proofreads and edits legal documents and technical reports as necessary.
- Coordinates, supervises, and monitors special projects, assignments, and activities as assigned; maintains control files on matters in progress and expedites their completion; performs case flow management and enters case file information into automated system as needed.
- Participates and assists in the administration of the assigned office; recommends organizational or procedural changes affecting support activities; recommends improvements in workflow, procedures, and use of equipment and forms.
- Works closely with others such as law clerks, court clerks, legal counsel, CASA volunteers and mediation representatives to set trials, hearings, and/or conferences; types forms as necessary; files, calendars, and inputs information into the computer and automated systems; transmits orders, decisions, and memoranda from the judge(s) to various organizational units; attends hearings and provides backup coverage as needed.
- May review all vouchers presented as payment for accuracy; prepares vouchers for signature; reconciles payment records to ensure there is no duplication of requests for payment; may review Court orders and other legal documents as required.
- Reviews all files scheduled for hearing; receives and processes such documents as probation and case management reports, probate reports, psychiatric reports, CASA reports, and other sensitive and confidential correspondence.
- Types, transcribes, files, processes, and distributes a variety of materials including Court calendars, jury lists, Court orders, decisions, letters, memoranda, and other assigned forms and documents; files and serves Court orders and decisions; reviews materials including files, pleadings, and other documents to ensure strict adherence to standards and specifications regarding form and content.

- Operates modern office machines and equipment including personal computers, printers, copiers, and facsimile machines; routinely uses a full range of word processing computer software applications.
- Performs other related duties as assigned.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

#### ***Knowledge of:***

- Court operations, procedures, and functions of the assigned position.
- Executive level organizational skills and decision-making ability.
- Court operations, Court and community services, and activities of the assigned program within the District Court system.
- Pertinent federal, state, and local laws, codes, and regulations including administrative and department policies and procedures.
- Principles and practices of office management.
- Functions and operations of the department to which assigned.
- Basic court functions and legal practices.
- Principles and practices of data collection and report preparation.
- Modern word processing methods, techniques, and software programs.
- Principles and procedures of record keeping.
- Effective communication skills and techniques used in public relations.
- Principles of business letter writing and basic report preparation.
- Basic mathematical skills.
- Advanced writing skills.

#### ***Ability to***

- Explain, apply, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned department.
- Respond to requests and inquiries from the general public and Court personnel regarding policies and procedures for the assigned area.
- Act independently with limited supervision to resolve problems and improve organization efficiency.
- Learn the procedures and functions of the assigned position.
- Learn the operations, services, and activities of the assigned program within the District Court system of assignment.
- Learn to explain, apply, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Plan and organize work to meet schedules and deadlines.
- Perform responsible and difficult professional secretarial and administrative work involving the use of independent judgment and personal initiative.
- Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
- Understand the organization and operation of the Court and outside agencies as necessary to assume assigned responsibilities.
- Compile and maintain complex and extensive records and files.
- Prepare accurate and complete routine reports.

- Independently prepare correspondence and memoranda.
- Handle multiple concurrent projects and manage priorities and tasks under pressure.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Deal tactfully and courteously with the public and other Court employees regarding policies, procedures, and functions.
- Communicate clearly, concisely, and professionally both orally and in writing.
- Maintain effective working relationships with those contacted in the course of work.

#### **OTHER RELATED JOB DUTIES**

- Must have knowledge of virtual meeting platforms such as Zoom.
- Must have the ability to perform the functions of the assigned procedures in a remote working environment, as needed.
- Must have the ability to work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in an employee's household.
- Must have reliable transportation.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

##### ***Education***

Equivalent to the completion of two years of college with coursework in areas related to business, legal and court procedures, office management, secretarial science, or a related field.

##### ***Experience***

Four years of responsible administrative and legal secretarial experience.

##### ***Preferred***

Bachelors or graduate degree with an emphasis in writing.