



# Douglas Human Resources

## Job Announcement

### Justice Court Clerk, Full Time Tahoe Justice Court

**Responsibilities:** Prepares, examines and processes legal documents in support of Court activities, utilizing clerical and customer service skills and limited application of specialized legal procedures and processes; attends sessions of court to log information on court proceedings, including witnesses names, motions entered, verdicts and other important facts; enters such information on the court records, and prepares reports on court activity; may draw and swear in jurors, and perform related case processing support functions.

**Minimum Requirements:** High School Diploma, or equivalent, and three (3) year's general clerical experience with at least two (2) of those years in a legal setting; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, as well as department-specific computer systems, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

**Desirable Skills:** Five (5) years experience in a legal setting preferably using window based computer programs. Knowledge of legal terminology; filing legal documents; court and legal procedures. Accounting and bookkeeping skills and/or experience with accounting software. Bilingual skills a plus.

**Salary and Benefits:** \$16.42 to \$22.31 per hour, full time with 4 hours per pay period reduction for the 11/12 fiscal year due to budget constraints.

**Benefits:** 100% employer paid retirement (PERS); sick and annual leave, medical, dental and vision insurance.

**Filing Information:** A **Douglas County Application** required. Application must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation **will not** be considered. To request an application, please call (775) 782-9876. Submit application to Douglas County Human Resources Office, 1594 Esmeralda Ave., P.O. Box 218, Minden, NV 89423.

**Closing Date: 4:00 p.m., Monday, February 6, 2012**

Douglas County is an Equal Opportunity Employer Drug Free Workplace  
Douglas County Human Resources, 1594 Esmeralda Ave., P.O. Box 218, Minden, NV 89423  
Accommodations for disabled applicants can be arranged by calling Human Resources (775) 782-9860  
TTD (775) 782-9070 Fax (775) 782-9083  
[www.co.douglas.nv.us](http://www.co.douglas.nv.us)