

**AUGUST 3, 2018**  
**ELKO JUSTICE / MUNICIPAL COURT**  
**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**POSITION:** Deputy Court Clerk II

**HOURLY SALARY:** Clerk II Salary Schedule  
STEP 1 - \$20.41  
STEP 2 - \$21.02  
STEP 3 - \$21.65  
STEP 4 - \$22.30  
STEP 5 - \$22.97  
STEP 6 - \$23.66  
STEP 7 - \$24.37  
STEP 8 - \$25.10  
STEP 9 - \$25.85  
STEP 10- \$26.63

**Salary will be set within the range listed above based upon the nature of the successful applicant's prior training, education and experience.**

**DEADLINE:** Applications for this position shall be accepted until **Friday, August 17, 2018, at 4:30 pm.**

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The Elko Justice/Municipal Court has an opening beginning **August 20, 2018**, for a full-time Deputy Court Clerk II.

The successful applicant will perform a wide variety of legal and clerical support work for the Elko Justice/Municipal Court. Duties of the position may include: interacting with and providing information to litigants, attorneys, law enforcement agencies and other interested parties; distributing forms to litigants that come to the court window for service; entering, reviewing and verifying data in the court's electronic case management system; preparing a variety of legal documents; scheduling court hearings with litigants, attorneys and other parties; clerking for court proceedings that are conducted in the courtroom; preparing minutes and otherwise documenting actions taken by the court; accepting legal documents for filing and placing documents received into their appropriate case files; processing payments of fines and fees at the window, by phone or over the internet; operating a variety of office machines and equipment such as typewriters, copy machines and computer terminals; and preparing and processing warrants of arrest and bench warrants. The successful applicant will also be responsible for performing various other duties as directed by the Court Administrator.

**Benefits:**

Excellent benefits package, including paid time off, 100% county-paid contribution to the public employees retirement system, and minimal-fee employee medical, dental, vision and life insurance.

**Minimum Qualifications:**

High school diploma or its equivalent required. Must possess a valid driver's license. Prior experience working with a court, law office or law enforcement agency is a plus. Applicant must have strong computer skills and the ability to multitask under pressure while maintaining a friendly and professional demeanor with members of the public and co-workers.

**Application process:**

Interested applicants are required to submit: (1) a completed employment application packet (available online at [www.elkojusticecourt.com](http://www.elkojusticecourt.com) or at the Justice/Municipal Court offices in the basement of the Elko County Courthouse); (2) resume; and (3) cover letter (addressed to the attention of the Court Administrator, Randall Soderquist) to the Elko Justice/Municipal Court no later than Friday, August 17, 2018, at 4:30 PM. Applicants that fail to submit all of the required items may not be considered by the Court. Applicants for the position may be subject to testing and the person hired must successfully complete a criminal history background check.

Elko Justice / Municipal Court  
571 Idaho Street  
Elko, Nevada 89801

\* (775) 738-8403 Phone \* (775) 738-8416 Fax \*

**\*\* The Elko Justice / Municipal Court is  
an Equal Opportunity Employer \*\***