



**FOURTH JUDICIAL DISTRICT COURT
DEPARTMENT I**

571 Idaho Street
Elko, Nevada 89801
(775) 753-4601
FAX (775) 753-4611

E-mail – fourjdc1@elkocountynv.net

EMPLOYMENT ANNOUNCEMENT

POSITION: GUARDIANSHIP COMPLIANCE SPECIALIST (Part-time)

SALARY: \$15.00 per hour / 19 hours per week

APPLICATION DEADLINE: May 3, 2019 – 5:00PM

The 4th Judicial District Court, Department I is seeking qualified candidates for the position of Guardianship Compliance Specialist. This individual will be responsible for guardianship case management, including, but not limited to, ensuring compliance with statutory guidelines, monitoring reporting requirements, preparing correspondence/court orders pertaining to compliance, etc. Knowledge of WordPerfect and Microsoft Word required. Must be detail-oriented and self-motivated with strong organizational skills. Legal experience and/or accounting background preferred. Appropriate professional attire required. Compliance with departmental policies and Canons of Judicial Ethics is strictly enforced.

Please submit a completed Elko County Employment Application, resume, and references to:

Nancy Porter, District Judge
571 Idaho Street
Elko, NV 89801
(775) 753-4611 fax
E-mail – fourjdc1@elkocountynv.net

**The 4th Judicial District Court and Elko County are an
Equal Opportunity Provider and Employer.**

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.