

JUDICIAL ADMINISTRATIVE ASSISTANT: Fourth Judicial District Court, Dept. 1 is seeking qualified applicants for the position of Judicial Administrative Assistant. This individual will assist in operating the JAVS recording system, preparation of court files and orders, with an emphasis on accurate document preparation. Knowledge of WordPerfect and Microsoft Word required. Must be detail-oriented and self-motivated with strong organizational skills. Minimum of 2 years legal experience preferred. Legal terminology and strong command of the English language is essential. Appropriate professional attire required. Compliance with departmental policies and Canons of Judicial Ethics are strictly enforced. *Testing will be required.* Excellent benefit package. Closing date: February 24, 2017, at 5:00 p.m. Starting Salary \$18.96 per hour. Please send resume, references, and a completed Elko County employment application, to Nancy Porter, District Judge, 571 Idaho Street, Elko, NV 89801; (775) 753-4601 (phone); 753-4611 (fax); email: fourjdc1@elkocountynv.net.