

November 15, 2018

4th Judicial District Court

Family/Juvenile Division

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: Part-time Deputy Clerk, Court Master's Office

HOURS: 19 hours per week

SALARY: \$10.00 to \$15.00 per hour depending on experience

APPLICATION DEADLINE: 5:00 p.m. December 7, 2018

Opening for a Part-time Deputy Clerk for the Family/Juvenile Court at 665 W. Silver Street. The Deputy Clerk will be responsible for acting as a receptionist for the office, answering telephones, and assisting clients; clerking hearings, prepping Court minutes, setting hearings, filing, and assisting the Court Clerk, Court Administrative Assistant, and Court Bailiff. The ideal applicant will have prior Court and or office and clerical experience. The Deputy Clerk must be computer savvy and be able to type with speed and accuracy. The Deputy Clerk must be able to work under pressure and maintain work effectiveness in spite of constant interruptions and constantly changing priorities. Spanish speaking is PREFERRED but not REQUIRED. Interested applicants should hand deliver a completed application packet, resume, and cover letter to the Juvenile/Family Court (to the attention of Andrew Mierins). Interviews will be held December 11, 2018 from 8:30 a.m. to 12:00 p.m.

4th Judicial District Court
Family/Juvenile Division
665 West Silver Street
Elko, NV 89801
(775) 738-1551 Phone
(775) 738-5060

This is a part-time position and, as such, the successful applicant is not entitled to county benefits.

The 4th Judicial District Court is an Equal Opportunity Employer