

Second Judicial District Court
Judicial Officer Employment Application
Family Court Master



Instructions:

1. Complete the application form and follow the job posting requirements.
2. Mail the application packet early enough to ensure it is reviewed. Applications may be emailed to HR@washoecourts.us.
3. Restate each question in its entirety prior to each answer by using the numbering system. (i.e. 1. Full Name:)
4. Number application pages sequentially.
5. The materials submitted should be consistent of letter-quality materials, on letter size paper.
6. A complete application packet will be as follows:
 - a. A complete application
 - b. 6 Professional references including contact information
 - c. Cover Letter
 - d. Resume
 - e. Educational verification
 - f. State Bar License(s)
 - g. Writing Sample
7. Qualifications:
 - a. Experience: Possession of a certificate of admission to the State Bar of Nevada and current eligibility to practice law before the courts of the State of Nevada; AND eight (8) years of full-time experience in professional legal work, including four (4) years as a practicing attorney. Knowledge of Microsoft Office is necessary.
 - b. Education: Bachelor's Degree from an accredited college or university. Law Degree from an accredited college or university.
8. Salary: This is a part-time benefited position. The hourly rate of pay ranges from \$67.40 - \$94.37. Note: amounts shall change with any COLA or salary range adjustment.
9. Benefits: A comprehensive benefits package including medical, vision, dental, life and NVPERS retirement. The effective date for benefits is on the 91st day or unless the successful candidate has current benefits in a transferable position within Washoe County.

Personal Information:

1. Full Name:
2. List any other names used:
3. Address:
4. Contact information:
5. How long have you been a continuous resident of Nevada?
6. Start with your current or most recent employment, self-employment, and periods of unemployment for the last 20 years preceding the filing of this application. Follow this format:

Current or Last Employer:

Phone Number:

Address:

From:

To:

Supervisor's Name:

Supervisor's Job Title:

Your Title:

Specific Duties:

Reason for Leaving:

Previous Employer:

Phone Number:

Address:

From:

To:

Supervisor's Name:

Supervisor's Job Title:

Your Title:

Specific Duties:

Reason for Leaving:

7. Educational Background:
List names and addresses of high school, colleges, graduate schools, and law schools attended; dates of attendance, certificates or degrees awarded.
8. Law Practice:
State the year you were admitted to the Nevada Bar.
Name states (other than Nevada) where you are or were admitted to practice law and your year of admission. Include any and all bar numbers.
9. Have you ever been suspended, disbarred, or voluntarily resigned from the practice of law in Nevada or any other state? If so, describe what happened, dates and location.
10. Estimate percentage of time spent on each area of law, totaling 100%.
11. List courts and counties in any state where you have practiced in the past 5 years.
12. Provide the five most significant cases to you including the case name, court, judge, and reason why it is significant.
13. Do you now serve or have previously served as a mediator, an arbitrator, or a part-time judicial officer? Explain each role.
14. Describe any pro bono work as an attorney.
15. List all bar association memberships.
16. Do you currently serve or have you in the past served as a manager, officer, or director of any business enterprise, including a law practice? If so, provide details.
17. List experience as an executor, trustee, or in any other fiduciary capacity. If so, provide details.
18. Describe any courses taught in law schools or continuing education programs. Describe any lectures delivered.
19. List any of your published work.
20. Have you ever been sanctioned, disciplined, reprimanded, found to have breached an ethics rule or to have acted unprofessionally by any judicial or bar association, discipline commission, or other professional or administrative body? If yes, explain.
21. Attach a writing sample of no more than 10 pages which demonstrates your ability to write in a logical, concise and organized fashion.
22. Have you ever been called upon to respond to a complaint or charge to appear before the State Bar Fee Dispute Committee or a judicial or bar association discipline commission? If yes, explain.
23. Have you ever been sued for any claim arising out of your activities as a lawyer? If yes, explain.
24. Are you in violation of or have you violated any court orders including spousal and child support? If yes, explain.

By signing, I agree to the following:

I declare that I personally completed this application on my own, and all information provided by me is true and complete to the best of my knowledge. I declare that this application and any documents to supplement or support it contain no falsifications or misrepresentations, nor do they omit or conceal any material facts. I further acknowledge that the discovery, of any falsification, misrepresentation, omission, or concealment shall result in my disqualification from consideration for employment or, if already employed, in my termination from employment. I attest that I have the legal right to reside and work in this country and understand that right must be maintained (proof required upon/throughout employment).

I hereby consent to any lawful background investigation which the Second Judicial District Court requires of all applicants for employment. I release the Second Judicial District Court from any liability by reason of requesting such information from any person. I understand that this investigation may include inquiries to any or all current and former employers, verification of my education and certifications, and criminal background checks. I hereby authorize all of my former employers, school officials, and other individuals to release any and all information concerning my prior education and employment. I further release and hold harmless all parties and persons from any and all liability for damages that may result from furnishing such information. I understand that all offers made by the Second Judicial District Court are contingent upon a successful completion of these processes, and any offer may be rescinded, at any time, for any reason. I understand that any offer of employment will be considered at-will.

Signature: _____

Date: _____

EOE/M/F/D/V/SO

The Second Judicial District Court is an equal employment opportunity employer and does not discriminate in hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or any other characteristic protected by local, State or Federal law.

If a conditional offer has been extended then a conviction disclosure statement will be required.

A record of conviction will not necessarily bar applicant from employment and the Second Judicial District Court will consider factors such as: 1) the length of time that has passed since the offense; 2) the age of the applicant at the time of the offense; 3) the severity and nature of the offense; 4) the relationship of the offense to the positions for which the applicant has applied and 5) evidence of the rehabilitation of the applicant.