



SECOND JUDICIAL DISTRICT COURT WASHOE COUNTY STATE OF NEVADA

Family Court Master – Child Support Hourly Rate: \$67.40 - \$94.37

Plus a comprehensive benefits package

How to Apply

A complete application packet will consist of the following:

- District Court Master Application
- Cover Letter
- Resume
- 6 Professional References
- State Bar License (s)
- Writing Sample
- Education Verification

We do not accept resumes in lieu of the District Court Application.

Direct application packet to:

SJDC Human Resources
775-328-3110 (phone)
775-325-6601 (fax)
HR@washoecourts.us

Mail or
Hand-Deliver to:

Second Judicial District Court
75 Court Street, Room 220A
Reno, Nevada 89501



*The Second Judicial District Court is an
Equal Employment Opportunity
Employer*

Announcement: Tuesday, March 26, 2024

Position Type: This is a position with no fewer than 21 hours per week and no more than 24 hours per week of IV-D child support work, with the possibility of additional work as directed by the Chief or Presiding Judge.

Filing Deadline: Open Until Filled

Interested applicants should apply online at <http://www.washoecourts.com>.

THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

POSITION DESCRIPTION

Under judicial direction and statutory parameters, Court Masters function as judicial officers. They may preside at hearings and trials on matters involving a range of family court matters including, without limitation, juvenile delinquency, domestic violence, dependency (abuse/neglect), divorce, and child support. A Court Master may also serve as a liaison of the Court for a variety of community organizations. This position is responsible for an array of complex legal issues. In addition, Court Masters provide administrative support to the District Court and Court Administration as well as leadership and direction to other Family Court personnel.

This position is currently assigned to preside for 21-24 hours per week over child support dockets funded under Title IV-D of the Federal Social Security Act. This position may also provide coverage for other court master dockets or be assigned additional work as directed by the Chief or Presiding Judge.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- As assigned, preside over hearings and assume case management responsibilities over child support enforcement cases and other family law cases which may, without limitation, involve juvenile delinquency, dependency (abuse/neglect), paternity, out-of-state custody orders, and other family issues as assigned by Family Division Judges.
- Process all motions pending in assigned case area.
- Serve as a liaison with other community agencies, stakeholders, and municipal and justice courts with the goal of working towards a consistent, community-wide response to family law issues.
- May make public appearances on family law issues; attend and participate in professional group meetings; stay current of new trends and innovations in the field of alternative dispute resolution, family law and other specialty areas.
- Present public speeches and in-service training on family law issues and areas of legal expertise.
- Will manage and conduct virtual hearings via Zoom or a similar on-line platform.
- Perform related duties as assigned.

This position will have the option to work remotely at the discretion of the supervising judge. If remote work is exercised, the court master:

- Must have the ability to perform the functions of the assigned procedures in a remote working environment.
- Must have the ability to work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in an employee's household.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Procedures and functions of the assigned area.
- Pertinent federal, state, and local laws, codes, and regulations.
- Legal practices and precedents of the assigned area.
- Judicial procedures and the rules of evidence.
- Practices, methods, and materials of legal research.
- Procedures, documents, and case flow of assigned area.
- Knowledge of Microsoft Office Suite.

Ability to:

- Assume responsibility for an assigned area.
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned area.
- Learn the procedures and functions of the assigned area.
- Learn the operations, services, and activities of the assigned area.
- Learn to interpret, explain, and apply the policies, procedures, laws, codes, and regulations pertaining to the assigned area.
- Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
- Analyze and appraise a variety of legal documents and instruments.
- Present statements of fact and law clearly and logically in written and oral form.
- Deal tactfully and courteously with others.
- Communicate clearly and concisely, both orally and in writing.
- Maintain effective working relationships with those contacted in the course of work.
- Use and navigate Westlaw.
- Ability to sit for extended periods in a courtroom environment.

MINIMUM QUALIFICATIONS

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.

Education

Bachelor's degree from an accredited college or university

Law degree from an accredited college or university