



**EIGHTH JUDICIAL DISTRICT COURT**

Human Resources Division  
200 LEWIS AVENUE  
Las Vegas, NV 89155-1791  
(702) 671-0792

**INVITES APPLICATIONS FOR THE POSITION OF:  
COURT HEARING MASTER**

**SALARY**

\$109,657.60 - \$169,936.00 Annually

**OPENING DATE:** 11/17/20

**CLOSING DATE:** 12/1/20 5:01 PM

**ABOUT THE POSITION:**

**THIS IS AN EXEMPT POSITION AND ANY RULES OR PROCEDURES GOVERNING THE COMPETITIVE PROCESS DO NOT APPLY.**

This position will report to the Chief Judge. The selected candidate will be primarily responsible for managing the court's discovery matters but may be assigned other collateral duties, including but not limited to, Alternative Dispute Resolutions, Short Trial Programs, arbitrations, and mediations, in civil/criminal and family court under the direction and supervision of the Chief Judge.

**MINIMUM REQUIREMENTS:** Must be a member of the State Bar of Nevada who is in good standing and has been so for a minimum of 5 continuous years.

**Working Conditions:** May not engage in the private practice of law.

**Licensing and Certification:** Must be a member in good standing of the State Bar in the State of Nevada.

**Resume Requirement:** Candidates are required to submit a resume (and preferably a cover letter). Resumes must be received by District Court Human Resources prior to 5:01 p.m. on the posted closing date. **Resumes must be submitted to the attention of EJDC Human Resources Manager Edward May via fax at (702) 671-4560, or email at [EJDCRecruitment@clarkcountycourts.us](mailto:EJDCRecruitment@clarkcountycourts.us), or mailed/hand-delivered to the Regional Justice Center—District Court Administration, 200 Lewis Avenue, Las Vegas, Nevada, 89155-1791.** Candidate's name must be clearly written on the resume.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Subsequent employment background investigations may also be conducted.

**EXAMPLES OF DUTIES**

Under the direction of the Chief Judge, manage the Court's programs of discovery matters. Hears court matters pursuant to Nevada Revised Statutes and Nevada Rules of Civil Procedure. Procures the attendance of witnesses by issuance of subpoenas. Requires the production of evidence. Takes evidence and rules upon its admissibility. Hears arguments. Makes findings of fact, conclusions of law and makes recommendations. Confers with the appropriate District Court Judges to review cases and address concerns and issues. Provides information to attorneys and interested parties over the telephone, in person or through written correspondence. Assists in the drafting and reviewing proposed legislation; researches implications of such legislation and makes recommendations as required. Makes presentations to professional, educational and community groups regarding the assigned function; confers with representatives of other County departments to coordinate and facilitate work. Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned support staff. Recommends selection of staff; trains staff in work procedures; administers discipline as required. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer, in the course of the work.

**PHYSICAL DEMANDS**

Mobility to work in a typical office or court setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.