

**FOURTH JUDICIAL DISTRICT COURT
EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT**

POSITION: Law Clerk
LAW CLERK SALARY: \$61,900.80 - \$89,752.00 Annually
APPLICATION DEADLINE: Open until filled

Chief District Judge Alvin R. Kacin of the Fourth Judicial District Court of the State of Nevada is currently recruiting for a full-time law clerk to assist him at his chambers in Elko, Nevada. The Fourth Judicial District Court is a general jurisdiction court based in Elko County, Nevada consisting of three judicial departments. The successful applicant would be expected to begin his or her employment on approximately **August 1, 2025**.

Elko County has a population of approximately 53,000 people and consists of the principal communities of Elko, Spring Creek, Wells, West Wendover, Carlin and Jackpot.

The law clerk is responsible for providing support to the judge and other court staff by performing legal research, drafting legal documents, and assisting in the overall operation of the office.

Examples of the law clerk's responsibilities include:

Research applicable legal and factual issues using computerized techniques and/or law library materials at the direction of the supervising judge. Interprets and applies laws, court decisions and other legal authorities in the preparation of briefs, pleadings and other legal papers. Drafts memoranda, opinions and other documents related to findings on specific cases or issues. Researches and explains departmental, County and State procedures to attorneys and departmental support staff. Contributes to the efficiency and effectiveness of the court's service to the public by offering suggestions and participating as an active member of the court team. Maintains accurate records and files; prepares a variety of records and reports as assigned. Uses standard office equipment, including a computer in the performance of the work.

The successful applicant must be reliable, responsible and have the ability to interact with others in a friendly and professional way.

Law clerk applicants must be graduates of an ABA approved law school with strong legal writing abilities and must make a commitment to serve for a term of at least one to two years.

APPLICATION PROCESS:

Those interested may apply by submitting the following items online: **(1)** a completed employment application; **(2)** resume; and **(3)** cover letter (addressed to the attention of Chief Judge Alvin R. Kacin). Applicants selected for interviews may be asked to submit a writing sample, law school transcript, and/or letters of recommendation. Applicants for the position must successfully complete a criminal history background check.