



JOB DESCRIPTION

JOB TITLE:	Judicial Master	FLSA:	Exempt
DEPARTMENT:	District Court	GRADE:	L4
REPORTS TO:	Judge	DATE:	07/01/2022

SUMMARY OF JOB PURPOSE:

Assists with the adjudication of assigned matters and performs related duties as an adjunct of the Court.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists with adjudication of assigned matters in accordance with applicable laws and court rules (assigned matters may include, without limitation, juvenile delinquency and child protective (432B), child support, custody and visitation disputes, discovery, guardianship, probate, and involuntary commitment matters).
- Conducts hearings and related proceedings in Yerington, Fernley and Dayton.
- Receives evidence, and makes admissibility rulings as authorized.
- Procures the attendance of witnesses and compels the production of physical evidence in accordance with applicable laws and court rules.
- Makes findings of fact, conclusions of law, and recommendations on the disposition of assigned matters to the District Court Judges.
- Ensures all proceedings are conducted professionally and in an atmosphere that promotes fairness and the perception of fairness; adheres to judicial ethics rules.
- Administers settlement and mediation programs as assigned; conducts settlement conferences.
- Acts as a Court adjunct and/or supervisor over assigned matters; confers with the assigning District Court Judge to review cases, provide status updates, and address concerns and issues.
- Provides information to attorneys and interested parties over the telephone, in person, or through written correspondence.
- Manages schedule in conjunction with the Court Administrator and Deputy Court Clerks as necessary, sends out notices, and manages all other logistical aspects of the proceedings; performs own legal research and prepares written product using a computer.
- Participates in the development and administration of parts of the District Court's budget; monitors expenditures.
- Works and communicates effectively with District Court support staff, bailiffs, and other judicial personnel.
- Contributes to the efficiency and effectiveness of the Court's service to its customers by offering suggestions and directing or participating as an active member of a work team.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- Represents the Court with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Admission to the Bar of the State of Nevada and eligibility to practice law before the courts of the State of Nevada; AND five (5) years as a practicing attorney within the State of Nevada; OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills

Knowledge of:

- Procedural rules governing all proceedings before the judicial master.
- Relevant law in substantive areas of cases before the judicial master.
- Methods and techniques of legal research and writing.
- Judicial ethics, court procedure, and rules of evidence.
- Computer applications related to the work.
- Records management principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural background, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Time and schedule management.
- Interpreting, applying and explaining applicable local laws; performing technical, detailed legal research.
- Presenting findings of fact and law clearly.
- Preparing clear and concise written product.
- Using initiative and independent judgment within scope of authority.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.



REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Admission in the State Bar of Nevada and eligibility to practice law before the courts of the state of Nevada.
- Must be a resident of Lyon County or willing to move to Lyon County within 60 days of acceptance of position.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical and cognitive ability to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to occasionally lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.