About Second Judicial District Court
The Second Judicial District Court for the State of Nevada 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 mission of the Second Judicial District Court is to provide timely, fair and efficient administration of justice under the law, in a manner that instills and sustains the public’s confidence in the judicial system. The mission of the Second Judicial District Court’s Family Division is to provide fair, efficient, accessible justice under the law; which encourages alternative and non-adversarial dispute resolution in a manner that serves the public and sustains confidence in the judicial branch of government.

The General Jurisdiction’s historic courthouse is located at 75 Court Street. Here you will find the Washoe County Law Library which is available to all members of the community. The Law Library provides access to legal books and periodicals, computers with internet capability, terminals to view public court documents and access to WestlawNext. Additionally, the Law Library offers a program called Lawyer in the Library. It is a free program that offers the opportunity to speak with a lawyer regarding legal matters. The Family Division is located in the courthouse at 1 S. Sierra Street. The Family Division offers several programs and resources to help users navigate through the legal system. The Self Help Center, located on the first floor, provides legal information pertaining to court procedures as well as Court approved packets and forms.

The overarching goal of the Self Help Center and Washoe County Law Library is to provide access to the law and the Second Judicial District Court.

About the Internship
The expectation of the Law Library and Self Help Center Intern is to provide support and assistance to members of the community with common court procedures, court approved packets and forms, and with using the law library. A successful intern learns quickly, is extremely comfortable in working with a diverse community, and has strong customer service skills. The ability to communicate well with those in highly stressful situations is a must. Many of our patrons come to us as a last resort or after a court hearing. Oftentimes, the patrons are confused or frustrated with the process and need guidance. It is our job to diffuse the situation and make sure the person gets meaningful assistance without providing legal advice.

Qualifications
- Proficiency in working with Microsoft Office, Adobe
- Strong customer service skills, and the ability to work well with judges, court staff, and all members of the public
- Strong writing skills, articulate, and self-motivated

Internship Duties
- Reshelve books; direct library patrons to legal materials
- develop new ways to recruit Lawyer in the Library volunteers
- conduct legal research and analysis
- draft court forms and informational handouts in a manner that self-represented litigants can understand
- assist patrons with legal procedures
- working to make existing packets and forms fillable
- court observation; and other related tasks

$12/hour for 120 hours
Spring Semester 2017
Apply by November 1st, 2016 at www.unr.edu/career