

State of Nevada Announces Recruitment For...

LEGAL SECRETARY II - 02.153

APPROXIMATE ANNUAL SALARY - \$35,830.08 to \$52,387.92 PAY GRADE:

- 29**
*A Permanent, full time vacancy
*Department: Attorney General
*Division: Attorney General
*Location: Carson, Minden, Gardnerville, Genoa
*Open to all qualified persons.
*Applications accepted until recruitment needs are satisfied

** Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

ANNOUNCEMENT NUMBER 25914

- *Posted 09/02/15
*Direct inquiries to:
KRISTINA BARRETTE
(775)684-1121
or email kbarrette@ag.nv.gov

The Position

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings officers.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

The Legal Secretary II position will support two Senior Deputy Attorney Generals and assist in the heavy litigation duties for the Government and Natural Resources Division. The deputies assigned to this division represent their clients in administrative hearings, judicial review of administrative proceedings, and litigation in state and federal court regarding various issues including but not limited to cases for the Division of Water Resources and Division of Environmental Protection. The secretary assigned to this position must have a level of expertise to handle the litigation duties associated with the cases assigned in this division, knowledge of various courts rules and procedures, and knowledge of administrative processes and procedures.*** THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. ***

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/

To Qualify

Education and Experience

1) Graduation from high school or equivalent education and three years of clerical experience, two of which were performing progressively responsible legal secretarial work in a training capacity; OR one year of experience as a Legal Secretary I in Nevada State service; OR an equivalent combination of education and experience.

Special Requirements

1) A pre-employment criminal history check and fingerprinting are required.

Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

LEGAL SECRETARY II (02.153) Written Exam

The exam will consist of a written weighted 100%.

Qualified applicants will be contacted by the hiring agency for interview. The following are the number of questions and the category:

- 16 - Reading Comprehension
- 28 - Office Operations and Standard Practices
- 26 - English, Grammar and Spelling
- 15 - Customer Service
- 20 - Legal Procedures and Terminology

Direct inquiries or correspondence to:

Division of Human Resource Management
Northern Nevada
209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management
Southern Nevada
555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868