

# State of Nevada Announces Recruitment For...

## LEGAL SECRETARY 2 - 02.153

**APPROXIMATE ANNUAL SALARY - \$37,646.64 to \$55,039.68 PAY GRADE:**  
29

\*A Permanent, full time vacancy

\*Department: Attorney General

\*Division: Attorney General

\*Location: Ely

\*Open to all qualified persons.

\*Applications accepted for another 14 Days 5 Hrs 15 Mins

**ANNOUNCEMENT NUMBER 31849**

\*Posted 07/06/17

\*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 one Deputy Attorney General and assists in the heavy litigation duties in the Post Conviction Unit of the Attorney General's Office located in Ely, Nevada. The deputy assigned to this division represents clients in judicial appearances in state, federal and appeals court regarding various issues. This position will support the deputy in both habeas and special prosecution matters, as well as small claims cases. 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, procedures and electronic filing, and knowledge of administrative processes and procedures.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-2\\_0/](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 State of Nevada/FBI background check will be required of the selected applicant.

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

### **Examination**

#### **Application Evaluation Exam**

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

#### **Direct inquiries or correspondence to:**

#### **Nevada State Department of Personnel**

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