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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
100 North Carson Street
Carson City, Nevada 89701

Unclassified
Position Announcement – Open Competitive
**BUREAU OF GOVERNMENT &
NATURAL RESOURCES DIVISION**
Carson City

POSITION TITLE: Legal Researcher
DUTY STATION: Carson City Attorney General's Office
APPROX. SALARY: \$48,608.64 - \$59,704.00 (Employee/Employer)
\$42,636.96 - \$52,372.00 (Employer Paid)

DUTY STATION AND HOURS: The position is located in the Carson City, Nevada Attorney General's Office; generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekends hours may be required depending on particular issues and cases; there may be travel and overnight stay requirements.

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This unclassified position is assigned to the Bureau of Government and Natural Resources Division (GNR) and will assist the Deputies in all aspects of written discovery, including document review, preparation of documents for production, and preparation of responses to interrogatories, requests for admission and requests for production of documents. The preferred candidate will have experience in electronic discovery processes, as this position will be required to develop a comprehensive understanding of the e-discovery software currently employed by the GNR Division for litigation document management, review, organization, and production purposes.

This Legal Researcher will also assist deputies in research and writing of memorandums, briefs, motions, etc. pertaining to a wide variety of law, including civil lawsuits, and legislative research, etc. This position will also coordinate the in-house CLE program, Opinion process, ordering and distribution of legal research material housed throughout the office, and serve as primary backup to the Constituent Services. This unclassified position is responsible for researching various legal issues drafting pleadings, maintaining files, gathering and organizing discovery documents, and all other matters as assigned by the Chief Deputy and Deputy Attorney Generals. This position will have no direct supervisory responsibilities.

POSITION CHARACTERISTICS: The person selected will have good legal research and writing skills, a well-developed public speaking ability, and knowledge of State and federal court procedures. They will also have excellent time management skills and good interpersonal skills.

QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from an accredited four year college, university, or paralegal school. Two (2) years of experience in researching civil law issues is preferred. A Paralegal Certification through NALA is desired. The applicant should have a general understanding of civil law and procedure. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills. The successful candidate is expected to have excellent research and writing skills. Expertise in performing research on Westlaw is a strong preference.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use of standard office equipment; working knowledge of Westlaw and Word; typing and independent document production; and ability to travel to client offices, facilities, institutions, and the federal and State courts, in various parts of the State. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen; and hearing and speech to communicate in person and over the telephone. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.

This announcement lists some of the major duties and requirements of the positions, but is not all-inclusive of the duties and requirements of the positions. The incumbents may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested candidates should e-mail, fax, or hand-deliver his or her cover letter (which should indicate how you heard about position), resume, and a writing sample no later than close of business on **August 18, 2017** to:

Sandie Geyer, Supervising Legal Secretary
Office of the Attorney General
100 N. Carson Street
Carson City, Nevada 89701
E-mail: sgeyer@ag.nv.gov Fax: (775) 684-1108

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