

# State of Nevada Announces Recruitment For...

## SUPERVISING LEGAL SECRETARY - 02.151

**APPROXIMATE ANNUAL SALARY - \$40,862.16 to \$60,092.64 PAY GRADE:**

**31**

\*A Permanent, full time vacancy

\*Department: Attorney General

\*Division: Attorney General

\*Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

\*Open to all qualified persons.

\*Applications accepted for another 13 Days 6 Hrs 17 Mins

**ANNOUNCEMENT NUMBER 33898**

\*Posted 03/29/18

\*Direct inquiries to:

CAROL PION

(775)684-0151

or email cpion@admin.nv.gov

### The Position

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

Incumbents function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action.

This position provides supervision to legal secretaries; oversees the day to day workload; provides training as needed; reviews pleadings, correspondence, and other court documents for accuracy; approves annual and sick leave requests; and evaluates legal secretary work performance. This position also performs legal support services for the Solicitors General Office, including preparation of legal documents, calendaring, records maintenance, and disseminating information. The position will draft legal documents, pleadings, and other correspondence as required; calendar court dates and due dates for pleadings in state and U.S. District Court, 9th Circuit, U.S. Supreme Court, etc.; log and distribute mail; open, maintain and close case files (hard copy and in case management system); and independently operate computer and applicable software programs. The ideal candidate is skilled in the operation of office equipment, has knowledge of standard office practices and procedures and supervisory techniques and practices; and has the ability to apply and understand statutes, regulations, rules, policies and procedures. **\*\*\*THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. QUALIFIED 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/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/)

### To Qualify

#### Education and Experience

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

#### Special Notes

1) A valid driver's license is required at the time of appointment and as a condition of continuing employment.

#### Special Requirements

1) A State of Nevada/FBI background check will be required of the selected applicant.

### Examination

#### SUPERVISING LEGAL SECRETARY (02.151) Training and Experience Exam

The exam will consist of a rating of training and experience weighted 100%. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

Qualified applicants will be contacted by the hiring agency for interview.

- 1) Minimum Qualification Element (Base Points for T&E's) - 70 Points
- 2) Describe your experience, including the number of years, supervising legal secretarial staff.
- 3) Describe your experience, including the number of years, reviewing and formatting legal documents and writing correspondence and reports for management.
- 4) Describe your experience, including the number of years, with policy and procedure development, accounts maintenance and recordkeeping systems, such as ProLaw, Time Matters, E-Filing, and Excel spreadsheets.
- 5) Describe your experience, including the number of years, maintaining accurate calendaring of documents and court appearances.

**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