

# State of Nevada Announces Recruitment For...

## LEGAL SECRETARY 2 - 02.153

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

\*Permanent, full time vacancies as they may occur in this geographical location.  
\*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.  
\*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 34586**

\*Posted 06/21/18  
\*Direct inquiries to:  
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(775)684-1121  
or email [kbarrette@ag.nv.gov](mailto: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.

This position is the primary Legal Secretary support for 3 Deputy Attorney Generals and 2 Technical Witnesses for the Bureau of Consumer Protection's Utility Consumer Advocacy, Deceptive Trade and Anti-trust Units. Other responsibilities include tracking and recording data requests; compiling and disseminating daily, weekly and quarterly reports; confidential file management, records retention, access database maintenance, and ProLaw data entry. \*\*\* 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 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 Notes**

1) An Associate of Science degree with a legal secretarial emphasis is equivalent to one year of legal secretarial trainee experience.

2) Completion of a legal secretarial diploma program from an accredited business college is equivalent to one year of legal secretarial trainee experience.

#### **Special Requirements**

1) 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

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

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