

State of Nevada Announces Recruitment For...

LEGAL SECRETARY TRAINEE - 02.158

APPROXIMATE ANNUAL SALARY - \$32,990.40 to \$47,710.80 PAY GRADE:

25

*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 for another 14 Days 2 Hrs 10 Mins

ANNOUNCEMENT NUMBER 35131

*Posted 08/27/18

*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 perform in a trainee capacity and acquire the knowledge, skills and abilities required in this occupation.

The Legal Secretary Trainee position helps to support two Deputy Attorneys General and assists with extensive litigation duties in the Public Safety Division. The deputies assigned to this division represent their clients in both federal and state courts. The Legal Secretary Trainee assigned to this position must have expertise in standard office procedures to handle the duties associated with the cases assigned in this division. Under supervision, the Legal Secretary Trainee will acquire skills, experience, and 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. 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/

To Qualify

Education and Experience

1) Graduation from high school or equivalent education and one year of general clerical experience; 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.

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