

State of Nevada Announces Recruitment For...

LEGAL SECRETARY 2 - 02.153

APPROXIMATE ANNUAL SALARY - \$38,774.16 to \$56,689.20 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 for another 14 Days 6 Hrs 28 Mins

ANNOUNCEMENT NUMBER 35172

*Posted 09/05/18

*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 possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

We will be having 3 Legal Secretarial positions open, one in the Bureau of Business and State Services, one in the Bureau of Gaming and Government Affairs and one in Department of Transportation Division. The attorneys assigned to these bureaus represent clients in judicial appearances in state, federal and appeals court regarding various issues and complex documents dealing with tort and condemnation litigation matters in accordance with established timelines and procedures with the appropriate courts.

Legal Secretaries perform specialized secretarial duties for attorneys, and must possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training. The Legal Secretary II position supports up to three Deputy Attorneys General and assists in extensive litigation duties and administrative duties. The secretary assigned to these positions must have a level of expertise to handle the litigation duties associated with the cases assigned, knowledge of various courts rules, procedures and electronic filing, 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 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 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