

State of Nevada Announces Recruitment For...

SUPERVISING LEGAL SECRETARY - 02.151

APPROXIMATE ANNUAL SALARY - \$42,094.08 to \$61,888.32 PAY GRADE:

31
*A Permanent, full time vacancy
*Department: Attorney General
*Division: Attorney General
*Location: Carson, Minden, Gardnerville, Genoa
*Open to all qualified persons.
*Applications accepted for another 7 Days 4 Hrs 26 Mins

ANNOUNCEMENT NUMBER 35552

*Posted 10/17/18
*Direct inquiries to:
GINA MICK
(775)684-0107
or email gemick@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 is a Supervising Legal Secretary that helps support 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

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 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 Requirements

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

Examination

NEEDS T&E QUESTIONS

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