



STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL
BUREAU OF CONSUMER PROTECTION

100 North Carson Street
Carson City, Nevada 89701

AARON D. FORD
Attorney General

ERNEST D. FIGUEROA
*Consumer Advocate
Chief Deputy Attorney General*

March 4, 2019

LEGAL RESEARCHER

*Unclassified Position Announcement
Open Competitive - Open until filled*

POSITION TITLE: Legal Researcher

GROSS SALARY: Depending on experience, the salary is:
Employee/Employer Paid: \$50,066.90 - \$61,495.12
Employer Paid: \$43,916.07 - \$53,941.10

PRIMARY DUTY STATION: Carson City, Nevada. The Bureau of Consumer Protection has offices in both Carson City and Las Vegas. Occasional travel with overnight stay may be required to either city and throughout the State. Additional travel nationwide may also be required.

POSITION STATUS: Non-exempt (FLSA); serves at the will of the Consumer Advocate. Employment is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System (NCIC/NCJIS), and a fingerprint criminal history check.

POSITION SUMMARY: This unclassified position is under the Bureau of Consumer Protection and reports to the Consumer Advocate and Consumer Counsel. The position will assist division attorneys in the coordination, investigation, research, and litigation or settlement of various diverse and complex multistate consumer protection related cases or state specific cases and matters. This position will work closely with multistate counsel as part of a team to provide legal and technical research, analysis, and drafting of related memoranda and reports as needed. The position will assist with the processing, review, and coding of multiple documents, reports, and other discovery either manually or through an electronic discovery platform. The position will be responsible for attending meetings, frequently telephonically, and creating notes and memorandum as needed. The position will be responsible for following and

processing obligations under settlements. The position will include researching and tracking a variety of issues in cases and legislative matters. The position will occasionally assist with secretarial duties as needed. The position will assist in preparing promotional materials, planning, and participating in public relations and community outreach events. This position will also be responsible for other duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE: Applicants should possess (1) An Associate's Degree in Legal Assistant/Paralegal studies and 1+ years of litigation experience; or (2) A paralegal certificate from an ABA-approved program and 1+ years of litigation experience; or (3) A law degree; or (4) 5+ years or more of equivalent experience and training.

SKILLS REQUIRED: Applicants must have effective written and verbal communication skills. Applicants must have strong research skills with experience in reviewing and researching statutory and case law. Experience with Westlaw preferred. Applicants must be well organized, highly motivated, and have the ability work independently with multiple tasks and deadlines while contributing to the accomplishment of team or office goals, objectives and activities. Applicants must be proficient with basic office applications, including Word, Excel, Outlook, etc. Experience with e-discovery platforms is preferred. Applicants must be able to produce accurate and concise work product, including reports, summaries, and memorandum. Applicants must be able willing to attend and participate in public relation and community outreach events. Applicants must be highly professional, discrete, and punctual.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and to travel to various parts of the State and nationwide. Applicants must be willing to travel up to 10% of the time. It also requires vision to read printed materials and on computer screens, and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

ADDITIONAL INFORMATION: This position announcement lists the major duties and requirements of the job *and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties as assigned and may be required to have or develop additional specific job-related knowledge and skills.*

Interested applicants must submit a cover letter highlighting experience, resume, writing sample, and a list of three (3) professional references to:

Jana Whitson
Office of Attorney General
Bureau of Consumer Protection
100 N. Carson St.
Carson City, NV 89701
Email: JWhitson@ag.nv.gov; Fax (775) 684-1299

“OPEN UNTIL RECRUITMENT NEEDS ARE SATISFIED”

The Attorney General's Office is an Equal Opportunity Employer