

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 10 Days 7 Hrs 10 Mins

ANNOUNCEMENT NUMBER 37193

*Posted 05/13/19
*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.

We have several positions within our Carson City Office. Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training. There are three positions available in three different divisions. Most Legal Secretary II positions will support more than one Deputy Attorneys General and could assist up to three. Each division is unique as to the practice of law. In general, a Legal Secretary II will assist in the heavy litigation duties for the Bureau that they are assigned. The deputies assigned to a division represent their clients in administrative hearings, judicial review of administrative proceedings, and litigation in state and federal court regarding various issues. The secretary assigned to any position must have a level of expertise to handle the litigation duties associated with the cases assigned in the division, knowledge of various courts rules and procedures, including electronic filing, and knowledge of administrative processes and procedures. The three divisions are Government & Natural Resources (Civil), Habeas (Criminal), Business & Tax, (Taxation). ***PLEASE NOTE THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. PLEASE 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 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

TDD for the Hearing Impaired (800) 326-6868