



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
BUREAU OF CONSUMER PROTECTION

101 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

ERIC WITKOSKI
*Consumer Advocate
Chief Deputy Attorney General*

LEGAL RESEARCHER

POSITION TITLE: Legal Researcher – (Unclassified Position)

GROSS SALARY: Depending on experience, the salary range is approximately:
\$46,102 annually on Employee/Employer Paid Compensation
\$40,844 annually on Employer Paid Compensation

PRIMARY DUTY STATION: Carson City, Nevada. Occasional travel in Nevada and possible travel throughout the United States is required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Consumer Advocate. Employment with the Attorney General's office 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. The deadline to submit applications is **MARCH 2, 2015**.

POSITION SUMMARY: The Nevada Attorney General's Bureau of Consumer Protection is seeking qualified applicants for the position of Legal Researcher/Paralegal in its Carson City office. This is an unclassified position. Recruitment is open to all qualified individuals.

QUALIFICATIONS

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and travel to various parts of the State. It also requires vision to read printed materials and a computer screen 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 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.

EDUCATION AND EXPERIENCE: (1) An Associate's Degree in Legal Assistant/Paralegal studies and 1+ years of litigation experience (including use of eDiscovery document review software (such as AccessData), or (2) A paralegal certificate from an ABA-approved program and 1+ years of

litigation experience (including use of eDiscovery document review software), or (3) A law degree. Experience in performing legal research in complex legal areas (e.g. antitrust, utilities) and administering eDiscovery document review software is a plus.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants should e-mail, fax, or deliver a resume **no later than close of business on March 2, 2015 to:**

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