

State of Nevada Announces Recruitment For...

LEGAL OFFICE MANAGER - 02.154

APPROXIMATE ANNUAL SALARY - \$43,179.84 to \$63,830.16 PAY GRADE:

33

*A Permanent, full time vacancy

*Department: Attorney General

*Division: Attorney General

*Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

*Open to all qualified persons.

*Applications accepted for another 14 Days 0 Hrs 44 Mins

ANNOUNCEMENT NUMBER 30831

*Posted 02/24/17

*Direct inquiries to:

ADRIAN FOSTER

(702)486-2911

or email adrian@admin.nv.gov

The Position

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings officers.

Incumbents function as managers who train, supervise and evaluate the performance of subordinate supervisors; develop policies and procedures; and allocate staff and resources to accomplish goals and objectives.

This position performs all duties associated with office management supervision, including legal and diversified secretarial duties. The incumbent will supervise six legal secretaries and three administrative assistants at reception; review and forward all office purchase orders to accounting; provide executive assistance to the First Assistant Attorney General, General Counsel, and the Attorney General when he is in the Las Vegas office; coordinate disposition of excess and damaged office furniture; order office supplies; and maintain and update office equipment inventory. Ideal candidates have knowledge of the workings of a legal office, including practice and procedures of a law office including legal terminology, types of documents and their preparation as required by various courts. Experience handling a variety of personnel matters is preferred. The incumbent will communicate with other state and local agencies as needed. *** 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 five years of clerical experience, three of which were performing progressively responsible legal secretarial work and one year of which included supervision of legal secretarial staff; OR one year of experience as a Supervising Legal Secretary 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) This position requires the incumbent to be a notary public.

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

Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

LEGAL OFFICE MANAGER

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, in office management.
- 3) Describe your experience, including the number of years, with purchasing and inventory maintenance of office supplies and equipment.
- 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, supervising legal secretarial staff.
- 6) Describe your experience, including the number of years, reviewing and formatting legal documents.

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