

LEGAL SECRETARY 2 - UNDERFILL 1 - Requisition ID: 7119

Posting Close Date: 1/24/2022

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

Department: ATTORNEY GENERAL'S OFFICE

Division: ATTORNEY GENERAL'S OFFICE

Business Unit: HR-AG MEDICAID FRAUD

Work Type: PERMANENT

***Pay Grade:** GRADE 27

Salary Range: \$36,790.56 - \$53,598.96

Fulltime/Parttime: Full Time

Recruiter: KRISTINA J BARRETTE

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Position Description

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings/appeals officers including preparing legal documents and correspondence; calendaring; maintaining records; and providing assistance on routine problems and inquiries which are not of a legal nature. This legal secretary position will underfill a Legal Secretary 2 position and will support four to five Deputy Attorneys General (DAGs) in the Medicaid Fraud Control Unit (MFCU) within the Office of the Nevada Attorney General located in Las Vegas, Nevada. The DAGs in the MFCU handle both criminal and civil cases in state and federal courts. The secretary may also provide support to the MFCU investigative staff when necessary. The secretary assigned to this position must have a level of expertise to handle the duties associated with the cases in this division. Knowledge of various court rules, procedures, electronic filing, case tracking, and civil and criminal processes and procedures is required. The secretary should possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Incumbents perform in a trainee capacity and acquire the knowledge, skills and abilities required in this occupation. OR Incumbents perform basic tasks or elements of the job not requiring the additional knowledge, skills and abilities to perform at the next level in the series.

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/

Minimum Qualifications

- "Graduation from high school or equivalent education and two years of clerical experience, one of which was performing legal secretarial work in a trainee capacity; OR one year of experience as a Legal Secretary Trainee in Nevada State service; OR an equivalent combination of education and experience as described above."

The Examination

Application Evaluation Exam

- The exam will consist of an application and resume evaluation. It is essential that applications/resumes 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.

Special Requirements

A pre-employment criminal history check and fingerprinting are required.

Knowledge, Skills & Abilities

Ability to compose general correspondence and forms.

Ability to maintain accurate time records for various projects.

Ability to set up and maintain legal files.

General knowledge of legal terminology.

General knowledge of legal office procedures.

Ability to read and comprehend court rules and provisions of State law.

Ability to maintain accurate calendaring of documents and court appearances.

Ability to work as part of a team and act as a liaison with other entities.

General knowledge of procedures for processing and filing documents with courts, boards and/or commissions.

Ability to proofread documents for correct format, grammar and punctuation.

General knowledge of proper format for legal citations.

Ability to perform a variety of tasks often changing from one assignment to another.

Ability in all knowledge, skills and abilities required at the lower levels.

General knowledge of clerical requirements for preparing and typing a variety of complex legal documents, forms, and other related materials.

Ability to differentiate between public and confidential information.

Ability to accurately prepare, type, format, process and file a variety of complex documents in accordance with established timelines and procedures with appropriate court, board or commission.

General knowledge of legal practices and procedures for various courts and judicial districts.

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

***The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.**

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national

origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.