

Job Title: LEGAL SECRETARY 2

LEGAL SECRETARY 2 - Requisition ID: 10452

Recruitment Type: Open Competitive

Posting Close Date: 5/13/2022

Geographical Location: Carson, Minden, Gardnerville, Genoa

Department: ATTORNEY GENERAL'S OFFICE

Division: ATTORNEY GENERAL'S OFFICE

Business Unit: HR-ATTY GENERAL ADMIN ACCOUNT

Work Type: PERMANENT

***Pay Grade:** GRADE 29

Salary Range: \$39,943.44 - \$58,380.48

Full-Time/Part-Time: 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. The Legal Secretary II position will support three Deputy Attorneys General and assists in the heavy litigation duties for the Bureau of Gaming and Government Affairs. The secretary assigned to this position must have a level of expertise to handle the litigation duties associated with the cases assigned in the division, knowledge of the various courts rules and procedures, and knowledge of administrative processes and procedures. Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

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 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 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.

Informational Notes

Educational Equivalents:

(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

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

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.