

State of Nevada Announces Recruitment For...

LEGAL SECRETARY 1 - Underfill - Statewide - 02.156

APPROXIMATE ANNUAL SALARY - \$41,634.72 to \$60,635.52 PAY GRADE:

27

*Permanent, full time vacancies as they may occur Statewide.

*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.

*Department: Attorney General

*Division: Attorney General

*Open to all qualified persons.

*Applications accepted until recruitment needs are satisfied

** Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

ANNOUNCEMENT NUMBER 44015

*Posted 09/07/23

*Direct inquiries to:

OSIRIS NOBLE

(775)687-9069

or email onoble@ag.nv.gov

The Position

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.

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. Legal Secretaries in the Office of the Attorney General perform highly specialized duties that are critical to the operations of the Attorney General's Office and the State of Nevada. Legal Secretaries support divisions specializing in all areas of law, including but not limited to civil, criminal, and complex litigation, in the state of Nevada and throughout the country, and therefore must possess the knowledge, skills, and abilities to perform their duties competently, efficiently, without error and with minimal supervision.

Legal Secretary II positions in the Attorney General's Office support more than one Deputy Attorney General and could assist up to six, who represent the state in numerous courts, including: United States Supreme Court, Ninth Circuit Court of Appeals, Federal Circuit Courts, Federal Bankruptcy Courts, Federal District Court of Nevada, Federal District Courts, Federal Multistate Litigation (MDL), Nevada Supreme Court, Nevada Court of Appeals, Nevada State District Courts, State District/Superior Courts, Nevada Justice Courts, Nevada Small Claims Courts, Nevada Municipal Courts, Grand Juries, Federal Administrative Bodies and hundreds of Nevada Administrative Bodies.

Legal Secretaries in the Office of the Attorney General must have a level of expertise to perform all duties associated with the cases assigned to any division at any given time. Legal Secretaries are required to exercise independent thinking and make choices, determinations, and judgments while performing their duties and functions, keeping in mind that errors can cause severe and irreparable consequences for the state of Nevada. Knowledge of various court rules, procedures, electronic filing, case tracking, civil, criminal and administrative processes and procedures is required. Experience preparing legal documents and correspondence, calendaring and maintaining records, and preparing fiscal and travel related documents is required. 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. *** THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. 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 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.

Special Requirements

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

Division of Human Resource Management

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