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OFFICE OF THE ATTORNEY GENERAL

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**LEGAL RESEARCHER – PUBLIC RECORDS COORDINATION
OFFICE OF GENERAL COUNSEL**

The Office of General Counsel in the Nevada Office of the Attorney General is seeking a highly organized and detail-oriented professional to coordinate the Office's public records function and support compliance with the Nevada Public Records Act. This position works closely with attorneys, agency leadership, and records custodians on public records administration and information governance.

Duty Station: Las Vegas, Nevada.

Gross Salary: Up to \$79,532 Employee/Employer or \$68,122 Employer-Paid. Salary placement depending upon experience.

Benefits: Employees of the Nevada Office of the Attorney General are eligible to participate in the State of Nevada's Group Health Insurance program administered by the Public Employees' Benefits Program (PEBP) and the Nevada Public Employees' Retirement System (PERS), among other benefits including 12 paid holidays a year and paid annual, sick, and family leave.

Position Status: Full-time, FLSA non-exempt, unclassified position serving at the pleasure of the Attorney General. Employment is contingent upon successful completion of an FBI fingerprint-based criminal history background check.

Position Summary: The Legal Researcher, assigned to the Office of General Counsel, coordinates the Office's public records function and supports administration of the Nevada Public Records Act (NRS Chapter 239). As a member of the Attorney General's Information Governance Team, the Legal Researcher helps ensure requests are processed accurately, consistently, and within applicable legal requirements.

Primary responsibilities include receiving, reviewing, logging, and tracking requests; coordinating with attorneys, divisions, and records custodians to identify potentially responsive records; maintaining electronic records and tracking systems; drafting correspondence; organizing records for review and production; and monitoring deadlines. The position also provides legal and administrative support to the Office of General Counsel as assigned.

The Legal Researcher is expected to exercise independent judgment and initiative and to organize and prioritize assigned work following appropriate training and supervision. This position does not have supervisory responsibilities.

Minimum Education and Experience: Graduation from high school or equivalent, supplemented by paralegal education, training, certification, and/or experience sufficient to perform the duties of the position. A valid Nevada driver's license is required at the time of appointment.

Position-Specific Qualifications: The successful applicant should demonstrate strong analytical, organizational, written communication, legal research, and records-management skills. Experience in a legal, governmental, public records, information-governance, paralegal, or comparable professional environment is preferred. Knowledge of the Nevada Public Records Act (NRS Chapter 239), legal terminology, records-management practices, electronic filing systems, and document-retention principles is highly desirable. Applicants must demonstrate sound judgment, initiative,

dependability, attention to detail, and the ability to manage multiple priorities and time-sensitive deadlines while appropriately handling confidential and sensitive information.

Essential Functions and Skills Required: The Legal Researcher must exercise independent judgment and initiative while providing legal and administrative support to attorneys. Responsibilities include receiving, organizing, documenting, and tracking public records requests; maintaining accurate electronic records and tracking systems; drafting professional correspondence; coordinating the identification and collection of potentially responsive records; monitoring deadlines; and assisting attorneys and records custodians with records review and production. The position requires sustained attention to detail, strong organizational and time-management skills, adaptability, problem-solving ability, and the ability to identify matters requiring attorney review. The Legal Researcher must maintain confidentiality and privacy standards and communicate professionally with attorneys, records custodians, requesters, colleagues, and other stakeholders. Proficiency with technology commonly used in legal and governmental practice, including word processing, spreadsheets, email, electronic document-management and filing systems, case-management systems, videoconferencing platforms, and records-tracking applications, is required.

Physical Demands and Work Environment: Work is primarily performed in a professional office environment and requires frequent use of computers and standard office equipment. The position involves computer-based and document-intensive work, including typing, data entry, legal research, document processing, filing, and scanning. Occasional travel may be required to retrieve records or provide legal support. The position may occasionally require lifting and transporting files, records, boxes, or equipment weighing up to 50 pounds.

Additional Benefits of the Position Include:

- Opportunity to develop specialized expertise in the Nevada Public Records Act, information governance, and government records management;
- Direct collaboration with attorneys, agency leadership, and records custodians throughout the Office;
- Meaningful responsibility for coordinating the public records function of a statewide constitutional office;
- Substantial professional autonomy once trained; and
- Eligibility for Public Service Loan Forgiveness, if applicable under federal program requirements.

This announcement lists the major duties and requirements of the job and is not an all-inclusive summary. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Send a cover letter, resume, writing sample, and a list of three professional references to the Office of the Attorney General, Attn: General Counsel Leslie Nino Piro, at AGGeneralCounsel@ag.nv.gov. Interested applicants are encouraged to apply as soon as possible, as a hiring decision may be made at any time during the recruitment process.

The Nevada Office of the Attorney General (AGO) is committed to Equal Employment Opportunity and Affirmative Action in the recruitment and employment of its workforce 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, or any other status protected by applicable law. The AGO provides reasonable accommodations to qualified individuals with disabilities throughout the application and selection process and in employment. Applicants who require a reasonable accommodation during the recruitment process may contact the AGO Human Resources for assistance.