

AARON D. FORD
Attorney General

CRAIG A. NEWBY
First Assistant Attorney General

CHRISTINE JONES BRADY
Second Assistant Attorney General



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
100 North Carson Street
Carson City, Nevada 89701

TERESA BENITEZ-
THOMPSON
Chief of Staff

LESLIE NINO PIRO
General Counsel

HEIDI PARRY STERN
Solicitor General

LEGAL RESEARCHER
OFFICE OF GENERAL COUNSEL

SALARY RANGE: Depending on experience, the approximate salary range is up to:

\$79,532 Employee/Employer Paid Retirement *or*

\$68,122.00 Employer Paid Retirement

BENEFITS: Eligibility to participate in the State's standard benefit programs, which includes medical, dental, life and disability insurance; paid time-off, including twelve holidays a year, up to three weeks of annual leave and up to three weeks of sick leave; defined contribution retirement system (NV PERS); and a voluntary deferred compensation program.

DUTY STATION: Carson City or Las Vegas, with occasional travel, including out-of-state.

POSITION STATUS: Unclassified, at-will, FLSA exempt, full-time position, which serves at the pleasure of the Attorney General. Employment with the Office of the Attorney General (OAG) is contingent upon successfully completing a NCIC/NCJIS background check and fingerprint criminal history check.

POSITION SUMMARY: This unclassified position, assigned to the Office of General Counsel, serves as the coordinator of public records requests and provides comprehensive support to attorneys on all aspects of public records management. As a key member of the Attorney General's Information Governance Team, the Legal Researcher ensures compliance with the Nevada Public Records Act (NRS Chapter 239) and facilitates timely, accurate responses to public records requests. Reporting to General Counsel, the Legal Researcher key accountabilities include:

- Manage the OAG's public records email communications, log and track all incoming requests, and maintain centralized electronic filing and tracking systems.
- Draft acknowledgment, response, referral, and status update letters; communicate with custodians of record and Deputy Attorneys General to gather potentially responsive records; and support team meetings with status reports and updates.
- Accept Service of Process and manages Legal Mail Intake, including the research, dissemination, and record-keeping of high-volume mail and documents.

This position does not have any direct supervisor responsibilities.

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.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four-year college, university or paralegal school. Must possess a valid state driver's license at the time of appointment.

PREFERRED EXPERIENCE: Preference to those with recent experience in legal environments and/or government service. Working knowledge of the Nevada Public Records Act, rules of civil, and appellate procedure, evidence, and local court rules preferred.

SKILLS REQUIRED: Must possess comprehensive knowledge of the Nevada Public Records Act (NRS Chapter 239), legal terminology, and records management practices, including electronic filing systems and document retention protocols. The position requires strong dependability and reliability, excellent organizational and time-management skills, the ability to manage multiple requests, deadlines, and high volumes of mail and documents efficiently. The Legal Researcher must demonstrate excellent written and interpersonal communication skills, with the ability to draft professional correspondence, coordinate with attorneys and custodians of records, and provide accurate updates to the team. Attention to detail, problem-solving ability, adaptability, and strict adherence to confidentiality and privacy standards are essential. Proficiency with office software and electronic records systems, along with the ability to collaborate effectively within a legal and governance environment, are also required to ensure timely, accurate, and compliant responses to public records requests and legal mail.

WORKING CONDITIONS: This position requires mobility to work in a typical office setting, use standard office equipment, and travel to offices and courts in various parts of Nevada or United States. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The Legal Researcher will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

Interested applicants should submit their cover letter, résumé, writing sample, and a list of three professional references to:

**Office of the Attorney General
Attn: General Counsel Leslie Nino Piro
1 State of Nevada Way, Suite 100
Las Vegas, Nevada 89119
E-mail: AGGeneralCounsel@ag.nv.gov**

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.