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OFFICE OF THE ATTORNEY GENERAL

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General Counsel

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**LEGAL RESEARCHER,
POST-CONVICTION DIVISION**

Gross Salary: Depending on experience, approximate salary range is up to \$79,532 Employee/Employer Paid Retirement or \$67,186 Employer Paid Retirement.

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

Position Status: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment contingent upon successful background check.

Position Summary: This unclassified position is assigned to the Post-Conviction Division, assisting attorneys within that Division with all aspects of daily work functions. This includes compiling state court records to support state and federal habeas corpus matters, coordinating between opposing counsel and the Nevada Department of Corrections to fulfill record requests, serving as point of contact for the Department for Deputy Attorney General inquiries, frequent communication with the courts, and working on case-specific job responsibilities as assigned. In addition, this position may allow you to work with other legal researchers throughout the office when needs require. This position requires excellent organizational and communication skills, attention to detail, confidentiality, and the ability to manage multiple deadlines in a legal environment. This position does not have any direct supervisor responsibilities. You will report to the Chief Deputy Attorney for all matters, and to the Senior Deputy Attorneys General and Deputy Attorneys General on case or task specific duties.

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 litigation and/or government service experience. Working knowledge of rules of civil and appellate procedure, evidence, and local court rules preferred.

Skills Required: Must possess strong written and verbal communication, planning, prioritizing, and executing timelines without supervision. Must exhibit professionalism, organization, self-motivation, punctuality, and leadership skills.

****This position involves reviewing post-conviction appeal cases that may include graphic, sensitive, or potentially disturbing materials. Exposure to such content may be challenging. Applicants are encouraged to carefully consider their personal capacity to work with this type of information before applying.****

Physical Demands: Mobility to work in typical office setting, use standard office equipment, and travel. Ability to read printed materials and computer screen; to hear and speak to communicate in person and virtually and over the telephone; to speak in clear and understandable manner. Reasonable accommodations available for some physical demands for otherwise qualified individuals upon request.

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.

Benefits of Position Include:

- Work largely independently once trained
- Public Service Student Loan Forgiveness
- Compressed work schedule option
- Work-life balance
- Retirement accrual after vesting
- Paid vacation and sick leave
- Medical/dental/life insurance

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

Send cover letter, resume, references, and a writing sample to Chief Heather Procter at hprocter@ag.nv.gov.