

Job Title: LEGAL SECRETARY 2

LEGAL SECRETARY 2 - Requisition ID: 16364

Recruitment Type: Open Competitive

Posting Close Date: 1/20/2023

Geographical Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

Department: ATTORNEY GENERAL'S OFFICE

Division: ATTORNEY GENERAL'S OFFICE

Business Unit: HR-NATIONAL SETTLEMENT ADMIN

Work Type: PERMANENT

***Pay Grade:** GRADE 29

Salary Range: \$40,340.16 - \$58,965.12

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. There are multiple Legal Secretary 2 positions within the Attorney General's Office.

Most Legal Secretary II positions support more than one Deputy Attorney General and could assist up to three. Legal Secretaries assigned to any position must have a level of expertise to handle the duties associated with the cases assigned in the division. Knowledge of various court rules, procedures, electronic filing, case tracking, and civil and criminal processes and procedures is required. Experience preparing legal documents and correspondence, calendaring and maintaining records is required. Legal Secretaries should possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

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:

- An Associate of Science degree with a legal secretarial emphasis is equivalent to one year of legal secretarial trainee experience.
- 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.