

State of Nevada Announces Recruitment For...

SUPERVISING LEGAL SECRETARY - 02.151

APPROXIMATE ANNUAL SALARY - \$49,047.12 to \$72,119.52 PAY GRADE:

31
*A Permanent, full time vacancy
*Department: Attorney General
*Division: Attorney General
*Location: Carson, Minden, Gardnerville, Genoa
*Open to all qualified persons.
*Applications accepted for another 14 Days 6 Hrs 31 Mins

ANNOUNCEMENT NUMBER 46382

*Posted 02/22/24
*Direct inquiries to:
CLARK MANDICHAK
(775)684-0154
or email clarkmandichak@admin.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 function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action.

This position provides supervision of legal secretaries; oversees the day-to-day workload; provides training as needed; reviews pleadings, correspondence, and other court documents for accuracy; approves annual and sick leave requests; and evaluates legal secretary work performance.

This position oversees the legal support services for the Government & Natural Resources, Board and Open Government, Business & Taxation, Health and Human Services, Complex Litigation and Solicitor General. The work performed in these divisions is vast and diverse. From time to time may assist in other divisions as needed, supervising personnel including but not limited to review or preparation of legal documents, calendaring, records maintenance, and disseminating information. The position will draft legal documents, pleadings, and other correspondence as required; calendar court appearances and due dates for pleadings in state courts, U.S. District Court, 9th Circuit Court of Appeals, U.S. Supreme Court, etc.; distribute/disseminate mail/email; open, maintain and close case files (hard copy and in electronic case management system); independently operate computer and applicable software programs. The ideal candidate is skilled in the various software applications including but not limited to Microsoft office, electronic case management, has experience in standard legal office practices and procedures including supervisory techniques and practices; has the ability to perform legal research; apply and understand statutes, regulations, rules, policies and procedures. This position will assist the Legal Office Manager with projects and other duties as assigned.

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 four years of clerical experience, three of which were performing progressively responsible legal secretarial work; OR one year of experience as a Legal Secretary II 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 valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

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