

Job Title: SUPERVISING LEGAL SECRETARY

SUPERVISING LEGAL SECRETARY - Requisition ID: 13369

Recruitment Type: Open Competitive

Posting Close Date: 9/16/2022

Geographical Location: Carson, Minden, Gardnerville, Genoa

Department: ATTORNEY GENERAL'S OFFICE

Division: ATTORNEY GENERAL'S OFFICE

Business Unit: HR-ATTY GENERAL ADMIN ACCOUNT

Work Type: PERMANENT

***Pay Grade:** GRADE 31

Salary Range: \$43,785.36 - \$64,393.92

Full-Time/Part-Time: Full Time

Recruiter: ANA MARIA ORNELLAS

Phone: 775 684-0151

Email: aornellas@admin.nv.gov

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.

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 Solicitors General Office, Government & Natural Resources, Boards and Open Government, Business & Taxation as well as Complex Litigation. 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 operation of office equipment, has knowledge of standard legal office practices and procedures including supervisory techniques and practices; has the ability to apply and understand statutes, regulations, rules, policies and procedures.

Incumbents function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action.

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 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.

The Examination

Training and Experience Evaluation Exam

- The exam will consist of a rating of training and experience weighted 100%. It is essential that applications/resumes include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application/resume and your responses to the questions asked. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application/resume) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application. Once you apply for the position, you will be taken to a series of questions.

Special Requirements

A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for these items.

A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

Some positions require incumbents to be a notary public.

A State of Nevada/FBI background check will be required of the selected applicant.

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.