

# State of Nevada Announces Recruitment For...

## AG LEGAL SECRETARY - 02.423

<b>APPROXIMATE ANNUAL SALARY - \$56,689.20 to \$83,666.16 PAY GRADE: 32</b> *Permanent, full time vacancies as they may occur in this geographical location. *In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations. *Department: Attorney General *Division: Attorney General *Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson *Open to all qualified persons. *Applications accepted for another 5 Days 0 Hrs 58 Mins	<b>ANNOUNCEMENT NUMBER 49937</b> *Posted 12/18/24 *Direct inquiries to: KRISTINA BARRETTE (775)684-1121 or email kbarrette@ag.nv.gov <b>Close Date: 12/25/2024</b>
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### The Position

Legal Secretaries within the Attorney General's Office (AGO) perform specialized, complex project and case management duties for attorneys, the executive team, and other staff within the AGO to include, but not limited to, conducting research; preparing administrative, civil, criminal, legal and general documents, pleadings, and published materials; calendaring; maintaining records; assisting on legal argument preparation for all courts, bodies, and other entities; and assisting with problems and inquiries which are of a legal and general nature.

Under general supervision, incumbents perform the full range of legal secretarial duties for the work unit.

Experience preparing legal documents and correspondence, calendaring and maintaining records, and preparing fiscal and travel related documents is required. The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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 Qualify

#### Education and Experience

1) Graduation from high school or equivalent education and three years of legal secretarial experience; OR one year of experience as an AG Legal Secretary Trainee in Nevada State service; OR an equivalent combination of education and experience as described above.

#### Special Notes

- 1) Positions will be required to follow legal authority, rules, and policies, to format Documents, Pleadings, and Published Materials, which include without limitation, the Bluebook, Westlaw, Black's Law Dictionary, Gregg's Reference Manual, Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Bankruptcy Procedure, United States Code Annotated, Rules and Procedures of Federal Agencies, Nevada Revised Statutes, Nevada Administrative Code, Nevada Rules of Civil Procedure, Nevada Rules of Criminal Procedure, Nevada Rules of Local Practice, Case Management Orders, Court Orders and policies, and policies and procedures of the Nevada Attorney General's Office.
- 2) Formatting and format mean without limitation, alignment, Bates stamping, clipping, copying, inserting, cutting, editing, redacting, paginating, checking grammar and spelling, and removing metadata of Documents, Pleadings, and Published Materials.
- 3) Documents include but are not limited to agreements, contracts, correspondence, memorandums, emails, letters, meeting minutes, notices, spreadsheets, statistical charts, exhibits, special sections, indexes, table of points and authorities, tables of contents, certificates of service, brief covers, and transcriptions.
- 4) Pleadings include but are not limited to briefs, affidavits, answers, assurances, complaints, declarations, forfeitures, indictments, informations, interrogatories, interstate compacts, motions, oppositions, replies, orders, subpoenas, and warrants.
- 5) Published Materials include but are not limited to Attorney General Opinions, treatises, presentations, slide decks, and various reports.

### 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**

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Northern Nevada  
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First Floor  
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

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