

ADAM PAUL LAXALT
Attorney General



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Chief of Staff

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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

Unclassified
Position Announcement
Open Competitive

LEGAL RESEARCHER
BUREAU OF LITIGATION

PUBLIC SAFETY DIVISION; NEVADA DEPARTMENT OF CORRECTIONS

APPROXIMATE GROSS SALARY: The salary range is:

Employee/Employer Paid: \$48,608.64 - \$59,704.00 (Depending on Experience)
Employer Paid: \$42,636.96 - \$52,372.00 (Depending on Experience)

DUTY STATION: Las Vegas or Carson City Attorney General's Office.

DEADLINE: The deadline to submit application/resume is October 27, 2017. Applications/resumes received after this date will not be accepted.

POSITION STATUS: Unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This unclassified position is assigned to the Bureau of Litigation, Public Safety Division, Department of Corrections, and will assist attorneys in research and writing memorandums, briefs, motions, etc. pertaining to a wide variety of issues including, but not limited to discovery, personal injury lawsuits, small claims and legislative research, etc. Reports to the Bureau Chief, Chief Deputy Attorney General, Senior Deputies, and Deputies. This unclassified position is also responsible for drafting pleadings, maintaining files, gathering and organizing discovery documents, trial preparation and all other relevant matters. This position may also be assigned projects for other divisions. This position will have no direct supervisory responsibilities.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college, university or paralegal school. Two (2) years experience in researching civil law issues is preferred. A Paralegal Certification through NALA is desired. The applicant should have a general understanding of civil law and procedure. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills. The successful candidate is expected to have excellent research and writing skills. Expertise in performing research on WestlawNext is a strong preference.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, detailed resume, writing sample, and a list of 3 professional references by ***FRIDAY, OCTOBER 27, 2017*** to:

**Barbara Fell, Legal Secretary
555 E. Washington Ave., Ste. 3900
Las Vegas, Nevada 89101
FAX: (702) 486-3773
E-mail: bfell@ag.nv.gov**

The Attorney General's Office is an equal opportunity employer.