

NEVADA LEGISLATIVE COUNSEL BUREAU

Carson City, Nevada



PARALEGAL

The Legal Division of the Legislative Counsel Bureau of the State of Nevada is seeking qualified applicants for the position of Paralegal

The Legal Division is a nonpartisan office which is part of the central staff of the Nevada Legislature, which meets biennially beginning on the 1st Monday in February of odd-numbered years for 120 days. The Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Branch agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau, including preparing and negotiating contracts, providing legal advice concerning employment and other matters and providing other legal support. The Legal Division is also responsible for preparing and publishing the *Advance Sheets of Nevada Statutes*, the *Statutes of Nevada*, the *Nevada Revised Statutes*, the *Nevada Administrative Code* and other official publications of the Legislature and also produces and distributes the *Official Nevada Law Library*, the searchable and hyperlinked electronic version of the legal publications and other documents.

Position Description: This is an entry-level position as a Paralegal for the Legal Division. A majority of the work of the Paralegal is related to examining documents prepared by the attorneys of the Legal Division for accuracy, consistency of style, readability, conflicts with other laws and other matters as assigned. The documents examined include proposed legislation and amendments to legislation, proposed and adopted administrative regulations, codification of statutes and regulations, annotations prepared for inclusion in the *Nevada Revised Statutes* and legal opinion letters. The Paralegal may draft documents, conduct legal research and provide litigation support and other support to the Legal Division as needed.

Qualifications: The successful candidate must have graduated from a college or university with at least a Bachelor's degree, preferably in English or Journalism or another field which demonstrates an understanding of the English language, or an equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities to carry out the essential functions of the job. Coursework in paralegal studies and legal research is desirable.

Knowledge, Skills and Abilities: The successful candidate must be very detail oriented; possess strong organizational skills; have the ability to adhere to and meet demanding deadlines; and have exceptional reading comprehension and writing skills and an excellent command of formal English. The successful candidate must also demonstrate that he or she has the ability to exercise good judgment and discretion; work independently and productively for extended periods; maintain the confidentiality of information and accept and adapt to changes in the work environment.

Salary and Benefits: The starting salary is \$50,508 annually. Employees also receive state retirement and health benefits. An explanation of the retirement options and information regarding state retirement

benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at pebp.state.nv.us. Other optional benefits are available, including a deferred compensation program.

Location: This position is located in the Legislative Building in Carson City, Nevada, which is approximately 20 minutes from Lake Tahoe, 20 minutes from Reno and 3 1/2 hours from San Francisco by car. The Legislative Building shares grounds with the State Capitol Building and the Supreme Court Building, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City sits at the base of the beautiful Sierra Nevada mountain range which offers world class skiing and golfing as well as hiking, biking, river rafting and various other outdoor activities and cultural events, not to mention an average of over 265 days of sunshine each year.

Working Conditions: The work is performed in a typical office environment. Significant overtime is required during legislative sessions and during certain other periods as necessary to meet the demands of the Legal Division.

Application Process: Applicants must submit the following by no later than 5:00 p.m. on October 20, 2017:

- 1) Legislative Counsel Bureau Employment Application, available at the Legislative Counsel Bureau or at <http://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/LCBEmploymentApplication.pdf>
- 2) Cover letter; and
- 3) Current resume.

The above information may be mailed or e-mailed to:

Judy Wytock, Administrator, Legal Division
Legislative Counsel Bureau
401 S. Carson Street
Carson City, NV 89701-4747
Telephone: (775) 684-6830 FAX: (775) 684-6761
or
LGL2017@lcb.state.nv.us

The Legal Division is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, sex, sexual orientation, gender identity or expression, age, political affiliation or disability. The LCB will not tolerate discrimination or harassment based on any of these characteristics.