



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Las Vegas, Nevada 89101

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

***Unclassified
Position Announcement
Open Competitive***

**LEGAL RESEARCHER
BUREAU OF CRIMINAL JUSTICE**

GROSS SALARY: The maximum salary range is:

Employee/Employer Paid - \$46,270.08 - \$56,828.00

Employer Paid - \$40,590.72 - \$49,849.00

DUTY STATION: Las Vegas Attorney General Office.

DEADLINE: This posting is for two positions in the Attorney General's Office, one in the Fraud Unit and another in the Special Prosecution Division. The posting shall remain active until both positions are filled. Applications will be reviewed as they are received.

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: Reporting to the Supervising Chief Deputy Attorney General and Supervising Legal Researcher. This unclassified position requires drafting pleadings, motions, memorandums, and other legal documents in addition to organizing and maintaining legal files, discovery documents, and evidence. This position also requires research of various issues as required, and all other matters assigned by the Supervising Chief Deputy Attorney, by the Deputy Attorney Generals assigned to the unit, and by the Supervising Legal Researcher. This position will be working closely with the Supervising Chief Deputy Attorney and Supervising Legal Researcher. This position will have no direct supervisory responsibilities.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college, university or paralegal school. A paralegal certification through the National Association of Legal Assistance is recommended. In addition, two (2) years of experience in researching criminal issues is preferred. The applicant should have a general understanding of criminal 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 be able to communicate effectively, both verbally and in writing. Other required skills include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual, and prompt.

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 (letter should indicate how you heard about the position), detailed resume, writing sample, and a list of 3 professional references to:

**Samuel Kern
Chief Deputy Attorney General
Office of the Attorney General
555 E. Washington Ave, STE 3900
Las Vegas, NV 89101
E-mail: skern@ag.nv.gov**

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