

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

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State Court Administrator



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Information Technology

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Assistant Court Administrator
Judicial Programs and Services

STAFF ATTORNEY

STAFF ATTORNEY – Clerk’s Office

The Nevada Supreme Court is accepting applications for two staff attorney positions in the Clerk’s Office.

Under the direction of the court and the clerk of the court, staff attorneys in the Clerk’s Office are responsible for editing court decisions, screening civil and criminal matters, reviewing for appellate jurisdiction, evaluating and drafting proposed dispositions for motions, and overseeing the publication of the Nevada Reports.

Editing duties include reviewing court decisions in all subject matters for substantive and technical accuracy and for proper grammar, spelling, and punctuation. Screening duties include reviewing the briefs in civil and criminal appeals and writ proceedings to make recommendations to justices regarding the case’s assignment to one of the court’s decisional tracks or transfer to the Court of Appeals and to identify the primary issues presented. Motions practice includes reviewing and drafting proposed dispositions for motions filed in the appellate courts. Other duties include overseeing all aspects of publishing the Nevada Reports and researching legal issues related to court rules and procedures.

Staff attorneys must possess superior legal research, writing, and oral presentation skills, must be flexible, and must be capable of working independently. The two positions are located in Carson City, Nevada.

Education and Experience: Applicants must have graduated from an ABA-accredited law school; applicants need not be licensed to practice law in Nevada but should be willing and able to take the Nevada bar examination at the next available opportunity. No prior legal experience is necessary; however, one to three years of trial or appellate experience or experience of a similar length with a court is desirable.

To be considered for this position, you must submit a cover letter, a resume, law school transcript, and one, short unedited writing sample. It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials.

Closing Date/Time: October 11, 2019
Salary: \$80,680 – \$107,676 (Employee/Employer paid retirement)
Job Type: Full-time

Apply at <https://www.governmentjobs.com/careers/nvcourts>