

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

**STAFF ATTORNEY – Clerk’s Office
Position #0049**

The Nevada Supreme Court is accepting applications a staff attorney position 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 matters, and resolving matters arising from the state bar.

Editing duties include reviewing court decisions in all subject matters for substantive and technical accuracy and for proper English grammar, spelling, and punctuation. Screening duties include reviewing the briefs in civil appeals and writ proceedings in order to make a recommendation to the chief justice regarding the case’s assignment to one of the court’s decisional tracks and to identify the primary issues presented. Resolving bar matters involves reviewing petitions from the state bar and Nevada attorneys regarding admission, discipline, and similar matters arising from the court’s authority to regulate the practice of law in Nevada and preparing dispositions of those matters under the court’s direction.

Staff attorneys must possess superior legal research, writing, and oral presentation skills, must be flexible, and must be capable of working independently. This position is 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.

Salary Range: \$76,044 – \$101,495 employee/employer paid retirement.

The stated salary range represents entry level to maximum compensation allowed. Salary offers are based on a wide array of factors such as a candidate’s experience, skills, and education, Nevada State Bar membership, and budget availability.

The Supreme Court of Nevada provides the following compensation package:

Paid Leave – Includes 3 weeks annual leave, 3 weeks sick leave, and 11 holidays with no prior state service each year. Leave is accrued biweekly.

Group Insurance – Includes medical and prescription drug coverage, dental coverage, life insurance, and long-term disability, with options for health savings account, and other insurance. Employer contributions to premiums make quality medical coverage affordable. New hire employees are eligible for coverage within the first month of full-time employment.

Retirement – All full-time employees become members in the Public Employee’s Retirement System with a calculated benefit available to you upon retirement after a minimum of 5 years of service.

Other benefits include - an Employee Assistance Plan (EAP) plus options to participate in a health care flexible spending account, and a deferred compensation program.

Application Process:

To be considered for one of these positions, you must provide a completed Supreme Court of Nevada Employment Application, a cover letter, a resume, two short unedited writing samples, a law school transcript, and at least three references. It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials.

Applications are available on the Nevada Supreme Court, Administrative Office’s Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

You may complete the application online and then print and submit all required items by mail or deliver to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: staffattorneyclerk@nvcourts.nv.gov
- via fax to: (775) 684-1777

Applications will be accepted until the positions are filled.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.