

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

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Deputy Director  
Foreclosure Mediation

**STAFF ATTORNEY**  
**Court of Appeals - Civil Division**  
**Position #1489-0046**

The Civil Division of the Nevada Court of Appeals' Central Legal Staff is accepting applications for a staff attorney position. Under the direction of the court and the supervisory staff attorney for the Civil Division, staff attorneys in the Civil Division advise the court regarding the resolution of civil matters assigned to the court through written memoranda or oral presentations and prepare proposed written dispositions for these matters. Under Nevada Rule of Appellate Procedure 17(b), the civil cases assigned to the Court of Appeals include tort, family law, trust and estate, venue, workers' compensation, and unemployment benefit matters, as well as appeals arising from Nevada's foreclosure mediation program. This position may also occasionally assist the court's Criminal Division by working on cases arising from criminal matters.

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 Las Vegas, Nevada. The start date for the successful candidate for this position will be October 1, 2015, or as soon as possible thereafter.

**Education and Experience:** Applicants must have graduated from an ABA accredited law school and 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, 1 to 3 years of appellate experience in civil law or experience of a similar length with a court is desirable.

**Salary Range:** \$72,390 - \$96,607 DOE, budget constraints, admission to the Nevada bar, and employee/employer paid retirement.

**Application Process:**

In order for you to be considered for this position, 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 at [WWW.NEVADAJUDICIARY.US](http://WWW.NEVADAJUDICIARY.US) under the Administrative Office Employment section, where the application may be completed online and then printed and mailed or delivered 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: [coastaffattorney@nvcourts.nv.gov](mailto:coastaffattorney@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**The deadline to submit applications is Friday, August 14, 2015. Applications received after August 14, 2015, will not be accepted.**