

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
Position #0191 and #0092**

The Nevada Supreme Court's Central Legal Staff is accepting applications for two staff attorney positions. Under the direction of the court and the Chief Legal Counsel, staff attorneys advise the court regarding all types of appeals and writ petitions through written memoranda or oral presentations and prepare written dispositions for the court. 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, but some travel to Carson City, Nevada, may be required.

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 trial or appellate experience or experience of a similar length with a court is desirable.

Salary Range: \$73,831 – \$98,539 (Employee/Employer paid retirement)

Application Process:

In order for you to be considered for this position, you must submit 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: staffattorney@nvcourts.nv.gov
- via fax to: (775) 684-1777

This posting shall close on March 31, 2017. Applications received after 5:00 p.m. on March 31, 2017, will not be accepted.

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.