

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

**Research Staff Attorney  
Position # 0156**

Under the direction of the State Court Administrator or designee, the Research Staff Attorney is responsible for providing curriculum design, course development and faculty training for judicial and court staff education. This position assists judge's association boards and education committees and attends annual judges' associations meetings. This position drafts legal benchbooks, benchcards, judicial practice guides, legal correspondence, and reports effectively and concisely. In addition, the incumbent also provides the Administrative Office of the Courts (AOC) legal counsel regarding a wide variety of programs, policies, and regulations such as contracts and employment law.

The incumbent may be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary.

This position is located in Carson City.

**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 within the first two years of employment.

**Salary Range:** \$76,044.96-\$101,495.00 DOE, 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, education, 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:**

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible 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/](http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/)

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: [researchattorney@nvcourts.nv.gov](mailto:researchattorney@nvcourts.nv.gov)
- via fax to: (775) 684-1777

This posting shall remain active until the position is filled. Applications will be reviewed as they are received.

**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.**