

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 #0053**

The Nevada Supreme Court's Central Legal Staff is accepting applications for a staff attorney position. Under the direction of the court and the Chief Legal Counsel, the staff attorney advises the court regarding all types of appeals and writ petitions through written memoranda or oral presentations and prepares 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 Carson City, Nevada.

**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:** \$76,044 – \$101,495 (Employee/Employer paid retirement)

**Application Process:**

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. The employment application is 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: [staffattorney@nvcourts.nv.gov](mailto:staffattorney@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**This posting shall close on May 18, 2018. Applications received after 5:00 p.m. on May 18, 2018, 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.*