

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



JOHN MCCORMICK  
Assistant Court Administrator  
Judicial Programs and Services

RICHARD A. STEFANI  
Deputy Director  
Information Technology

**SUPERVISORY STAFF ATTORNEY**  
**Position #0131**

The Nevada Supreme Court's Central Legal Staff is accepting applications for a supervisory staff attorney position. Under the direction of the court and the Chief Legal Counsel, supervisory staff attorneys advise the court regarding all types of appeals and writ petitions through written memoranda or oral presentations, prepare written dispositions for the court, and supervise the work of other attorneys employed with the Central Legal Staff. Supervisory staff attorneys must possess superior legal research, writing, oral presentation, editing and management 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 be licensed to practice law in Nevada. Five years of experience in a court or closely related legal setting, with a focus on research, writing, and editing is required for the position.

**Salary Range:** \$109,077.12 – \$113,436.00, DOE (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. 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/)

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

**This posting shall close on November 3, 2017. Applications received after 5:00 p.m. on November 3, 2017, will not be accepted.**