



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

SERIES CONCEPT

Legal Secretaries within the Attorney General's Office (AGO) perform specialized, complex project and case management duties for attorneys, the executive team, and other staff within the AGO to include, but not limited to, conducting research; preparing administrative, civil, criminal, legal and general documents, pleadings, and published materials; calendaring; maintaining records; assisting on legal argument preparation for all courts, bodies, and other entities; and assisting with problems and inquiries which are of a legal and general nature.

Provide specialized legal secretarial project and case management duties for the AGO, other departments, agencies, boards, and commissions, within the State, and other professional legal and general staff; respond to, or handle inquiries on a variety of matters such as the status of pending projects and cases.

Research, draft, format, and prepare legal and general documents, pleadings, and published materials, including materials requiring specific knowledge of applicable rules, operational methods, policies, procedures, and jurisdictional requirements, all of which are subject to professional staff review; proofread and review for proper citations.

Process and file documents, pleadings, and published materials with appropriate courts, quasi-judicial bodies, and other entities, in accordance with the specific and applicable rules, operational methods, policies, procedures, and jurisdictional requirements of each court, body, or entity, including researching and following the manner of filing and established timelines; track responses and receipts due upon or after submittals/filings, and dates for other required actions subsequent to submittals/filings. Where appropriate, have documents, pleadings, and published materials served in accordance with specific and applicable rules.

Gather, compile, organize, and prepare relevant material for professional staff to use in legal and general proceedings, meetings, and professional settings; review project and case files and references to obtain information needed by professional legal and general staff; locate and verify specific and abstract information from projects and case files and records; and verify the accuracy of citations and quotations by researching and checking legal sources and rules.

Establish and maintain legal and general documents and pleadings filing and cross-filing systems as necessary; record project and case inventory information to maintain accurate records and provide for efficient retrieval of information; prepare project and case files for archiving and storage in compliance with established retention schedules.

Research and maintain technical applications and related information of portals, dashboards, systems, and programs to ensure registration, filing, and retrieval of documents, pleadings, and published materials from courts and bodies.

Provide general and specific information to State and local governments, attorneys, in and out-of-state court personnel, individuals and personnel involved in transmitting or serving documents and pleadings, the executive team, various office personnel, and the public; act as liaison between professional legal staff, departmental personnel, and the public; gather and research information related to consumer complaints, public records requests, inquiries, restitution, and forfeiture; determine what information may be provided, and which requests must be referred to

*** Reflects a 3-grade special salary adjustment granted by the 2023 Legislature to improve recruitment and retention and to distinguish them from other Legal Secretary positions within the State.**

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SERIES CONCEPT (cont'd)

professional legal staff and/or the executive team; refer certain inquiries to another State agency, board, or commission, applicable court, body, federal agency, or entity if necessary.

Open and review incoming postal and electronic mail and determine priority of professional legal staff's attention when routing; mail postal items according to postal and statutory requirements and electronic items according to statutory requirements and policies; maintain multiple calendars for professional legal staff's appointments, due dates for documents, pleadings, and published materials, court and administrative appearances, conferences, meetings, and other engagements; schedule meetings and trainings; make travel arrangements as necessary; track and process payments and travel claims; and prepare and type requisitions and purchase orders, as required.

Perform related duties as assigned.

CLASS CONCEPTS

AG Legal Office Manager: Under general direction, incumbents manage and oversee the overall operation and services of one or more legal offices, including satellite offices and other off-site office locations. Incumbents supervise AG Supervising Legal Secretary position(s) to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise other administrative staff as assigned. In addition, incumbents must interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent. Solutions to problems frequently require independent research, factual comparisons, and the examination of detailed information. Incumbents assist with budget preparation and monitoring; develop and implement standard operational procedures; review requests for purchase orders; assist with annual inventory; and process ongoing inventory disposal, transfers, and excessing. Incumbents provide administrative support to professional staff including acting as an executive assistant; overseeing special projects; gathering information; and preparing program related reports and statistics. Incumbents may also assist with developing, monitoring, and reviewing contracts in addition to recommending approval or modification to contracts. This is the manager level of the series.

AG Supervising Legal Secretary: Under general supervision, incumbents perform the full range of duties outlined in the series concept and perform the more difficult or complex legal secretarial duties for the work unit. Incumbents supervise two or more AG Legal Secretary positions to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline. In addition, incumbents provide technical assistance in the preparation of documents, pleadings, and published materials; act as liaison between professional and administrative staff; compile unit statistics; prepare reports; may assist in ordering and monitoring office supplies and arranging for archiving and storage of legal documents. This is the supervisory level of the series.

AG Legal Secretary: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level of the series.

AG Legal Secretary Trainee: Under close supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory job performance and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require incumbents to be a notary public.

INFORMATIONAL NOTE:

- * Positions will be required to follow legal authority, rules, and policies, to format Documents, Pleadings, and Published Materials, which include without limitation, the Bluebook, Westlaw, Black's Law Dictionary, Gregg's Reference Manual, Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Bankruptcy Procedure, United States Code Annotated, Rules and Procedures of Federal Agencies, Nevada Revised Statutes, Nevada Administrative Code, Nevada Rules of Civil Procedure, Nevada Rules of Criminal Procedure, Nevada Rules of Local Practice, Case Management Orders, Court Orders and policies, and policies and procedures of the Nevada Attorney General's Office.
- * Formatting and format mean without limitation, alignment, Bates stamping, clipping, copying, inserting, cutting, editing, redacting, paginating, checking grammar and spelling, and removing metadata of Documents, Pleadings, and Published Materials.
- * Documents include but are not limited to agreements, contracts, correspondence, memorandums, emails, letters, meeting minutes, notices, spreadsheets, statistical charts, exhibits, special sections, indexes, table of points and authorities, tables of contents, certificates of service, brief covers, and transcriptions.
- * Pleadings include but are not limited to briefs, affidavits, answers, assurances, complaints, declarations, forfeitures, indictments, informations, interrogatories, interstate compacts, motions, oppositions, replies, orders, subpoenas, and warrants.
- * Published Materials include but are not limited to Attorney General Opinions, treatises, presentations, slide decks, and various reports.

AG LEGAL OFFICE MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of legal secretarial experience, one year of which included supervision of legal secretarial staff; **OR** an Associate degree with legal secretarial or paralegal emphasis, or completion of a legal secretarial diploma program from an accredited college, or equivalent education, and four years of legal secretarial experience, one year of which included supervision of legal secretarial staff; **OR** one year of experience as an AG Supervising Legal Secretary in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: case and project management; legal research, terms, forms, documents, pleadings, and published materials; processing and filing; rules, procedures, and protocol; principles of supervision and training; the legal and administrative support needs and requirements of attorneys and professional staff.
Ability to: make operational decisions related to program activities and office management within established limits of authority; compile and analyze records, numerical, and descriptive information and present findings and recommendations; provide administrative assistance and legal secretarial support to professional and executive staff; manage staff and equipment to achieve optimum efficiency; establish office practices and policies; gather information and prepare program related reports and statistics; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: case and project management; legal research, terms, forms, documents, pleadings, and published materials; processing and filing; rules, procedures, and protocol. **Working knowledge of:** agency mission, functions, programs, activities, and operating policies; State and federal statutes, regulations, rules, and requirements related to purchasing, budget development and maintenance, and personnel

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MINIMUM QUALIFICATIONS (cont'd)

AG LEGAL OFFICE MANAGER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(cont'd)

administration; basic principles and State practices used in financial management including clerical accounting, purchasing, and budgeting. **Ability to:** assist in the preparation and maintenance of the agency budget and related activities; assist in a variety of projects and attend programs, conferences, and meetings.

AG SUPERVISING LEGAL SECRETARY

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of legal secretarial experience; **OR** an Associate degree with legal secretarial or paralegal emphasis, or completion of a legal secretarial diploma program from an accredited college, or equivalent education, and three years of legal secretarial experience; **OR** one year of experience as an AG Legal Secretary in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: case and project management; variety of alternative recordkeeping and filing systems; document archiving techniques and requirements. **Ability to:** organize office workflow and adjust assignments of staff as required to meet schedules and timelines; develop and implement work performance standards and evaluate performance; compose effective documents, pleadings, and published materials including announcements, training materials, and statistical reports; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for AG Legal Office Manager.)

AG LEGAL SECRETARY

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of legal secretarial experience; **OR** one year of experience as an AG Legal Secretary Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: case and project management; legal practices and procedures for various courts and judicial districts; legal terminology; administrative requirements for preparing, typing, and formatting a variety of complex legal documents pleadings, and published materials, or other related materials; procedures for processing and filing documents, pleadings and published materials with courts, boards, commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures. **General Knowledge:** administrative, civil, and criminal law and the differences between them. **Ability to:** work independently and follow through on assignments; interpret and apply complex rules, regulations, policies, and procedures to specific problems and issues; receive inquiries and resolve complaints from staff, clientele, and the public; establish, organize, and maintain complex filing systems including indexed and cross-referenced materials; research information from a variety of departmental and available sources; compile and update information and prepare reports related to specific and general activities; transcribe recordings which may be of a complex nature and which requires a comprehensive knowledge of legal procedures and terminology; *and all knowledge, skills, and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

AG LEGAL SECRETARY (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for AG Supervising Legal Secretary.)

AG LEGAL SECRETARY TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical experience, one year of which was performing legal secretarial work in a trainee capacity; **OR** one year of experience as a Legal Secretary II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: standard office procedures such as filing, typing, formatting, duplicating materials, answering telephones, and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar, and punctuation; proper spelling of commonly used words; operation of current computers and other modern office equipment; manual and computerized filing methods; basic math. **General knowledge of:** legal practices and procedures for various courts and judicial districts; legal terminology; requirements for preparing, typing, and formatting a variety of complex legal documents, pleadings, or published materials, or other related materials; procedures for processing and filing documents, pleadings, and published materials with courts, boards, and/or commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures; business English; and basic customer service skills. **Ability to:** interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent; find solutions to problems through independent research, critical thinking, logical reasoning, factual comparisons, and examination of detailed information; accurately prepare, type, format, process, and file a variety of complex documents, pleadings, and published materials in accordance with established timelines and procedures with appropriate courts, boards, commissions and/or other entities; maintain accurate calendaring of deadlines; compose general documents and published materials; read and comprehend court rules, policies, and procedures of state and federal law; proofread and format documents, pleadings, and published materials; maintain accurate time records for various project and case management; set up, maintain, and manage projects and cases, including legal files; differentiate between public and confidential information and ensure confidentiality where appropriate; act as a liaison with other entities; perform a variety of tasks often changing from one assignment to another; use computers, telephones, copiers, facsimile machines, and other office equipment; apply and understand statutes, regulations, codes, ordinances, rules, policies, and procedures related to a specific program or service; read and understand manuals and other detailed written instructions; review documents, pleadings, and published materials for completeness and conformance to established rules, procedures, and requirements; maintain records including manual and electronic files; type proficiently at a rate of speed acceptable to the hiring authority; type, format, and produce routine business documents, pleadings, and published materials using a computer; understand and follow oral and written directions; work as part of a team and communicate and work cooperatively with others including co-workers, clientele, and the public; add, subtract, multiply, and divide numbers accurately; schedule meetings and appointments; perform reception duties. **Skill in:** the operation and use of modern office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for AG Legal Secretary.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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