



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AG LEGAL SECRETARY	32	F	2.423
SUPERVISOR, AG LEGAL SECRETARY	34	F	2.422

JOB SUMMARY

AG Legal Secretaries perform specialized and complex project and case management duties for the Attorney General (AG), attorneys, executive team, and other staff.

JOB DUTIES

AG LEGAL SECRETARY

1. Provide specialized legal secretarial project and case management duties for the AG, boards, commissions, and agencies within the State.
2. Respond to inquiries on a variety of matters.
3. Research, draft, format, and prepare legal and general documents, pleadings, and published materials.
4. Proofread and verify the accuracy of citations and quotations by checking legal sources.
5. Process and file documents, pleadings, and published materials with appropriate courts, quasi-judicial bodies, and other entities.
6. Track responses and receipts due upon or after submittals/filings and dates for other subsequent actions.
7. Gather, compile, organize, and prepare relevant materials for use in legal and general proceedings.
8. Review project, case, and reference files and locate and verify specific and abstract information.
9. Establish and maintain legal and general correspondence filing and cross-filing systems.
10. Record case inventory information for record-keeping and retrieval.
11. Prepare files for archiving and storage in compliance with established retention schedules.
12. Research and maintain technical applications and related information of portals, dashboards, systems, and programs.
13. Provide information to State and local governments, attorneys, court personnel, the public, and others.
14. Gather and research a variety of information and determine information to provide or refer to others.
15. Serve as liaison between professional legal staff, agency personnel, and the public.
16. Open, review, route, and distribute incoming mail and process outgoing mail.
17. Maintain multiple calendars, schedule meetings and training, make travel arrangements, and prepare payment and travel claims.
18. Prepare and type requisitions and purchase orders.
19. Perform related duties as assigned.

SUPERVISOR, AG LEGAL SECRETARY

1. Duties required at the previous level, AND:
2. Coordinate and assign staff, delegate work for appropriate and efficient use of resources.
3. Oversee the flow of work and provide technical assistance in document preparation.
4. Liaise between various stakeholders to coordinate activities and resolve issues.

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5. Conduct research, factual comparisons, and the examination of detailed information.
6. Compile statistics and prepare final reports.
7. Monitor and order office supplies.
8. Arrange for the archival and storage of legal documents.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AG LEGAL SECRETARY

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AG LEGAL SECRETARY

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

AG LEGAL SECRETARY

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures.
- Case and project management; legal practices and processes for various courts and judicial districts; administrative, civil, and criminal law and the differences between them.
- 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, 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.
- 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 computers and other modern office equipment; manual and computerized filing methods; basic math.

Skill in:

- Customer service.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Differentiate between public, privileged, and confidential information and ensure privacy and

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confidentiality; act as a liaison with other entities.

- 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 sources; compile and update information and prepare reports related to specific and general activities; transcribe recordings.
- 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, review, and file a variety of complex documents, pleadings, and published materials.
- Maintain accurate calendaring of deadlines; compose general documents and published materials; read and comprehend laws, regulations, court rules, policies, and procedures; maintain accurate time records for various projects and case management; set up, maintain, and manage project and case files.
- Read and understand manuals and other detailed written instructions; understand and follow verbal and written directions; communicate and work cooperatively with others; perform mathematical calculations; schedule meetings and appointments; perform reception duties.

SUPERVISOR, AG LEGAL SECRETARY

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Variety of alternative recordkeeping and filing systems; document archiving techniques and requirements; principles and practices of supervision and training.
- Principles and practices of supervision; State human resources regulations; and principles and practices of State budgeting and purchasing.

Ability to:

- Manage assigned areas to achieve performance objectives.
- Organize office workflow and adjust assignments of staff as required to meet schedules and timelines; compose announcements, training materials, and statistical reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

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4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:

(Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.