



State of Nevada

Invites you to apply for

Legal Researcher



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO
ACHIEVE GREAT DEEDS
WILL NEVER BE IN
QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA
WAY – NEVER GIVE UP,
NEVER GIVE IN, AND NEVER
STOP DREAMING.”**



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



MISSION STATEMENT:

To protect the rights of Nevada consumers in their experiences with the insurance industry and to ensure the financial solvency of insurers.

VISION STATEMENT:

The Nevada Division of Insurance envisions a marketplace where consumers are confident in their insurance choices, insurers operate responsibly and transparently, and Nevada remains a national model for fair regulation, consumer protection, and industry stability.

Legal is responsible for advising the Commissioner and Division on all legal matters. Legal coordinates legal proceedings, represents the Division in contested cases, manages service of process for companies, ensures compliance with the Insurance Code, as well as with other obligations on the agency, such as public records, and participates in drafting bills, regulations, and guidance. Legal also provides legal support for special projects, conducts staff training, and ensures administrative actions conform to legislative policy under the Commissioner's direction.

UNIT SECTIONS:

- Licensing
- Product Compliance
- Corporate & Finance
- Investigations -Consumer Services,
- Market Regulation, Captives, Self-Insured
- Workers' Compensation
- Accounting
- Administrative Services
- Fraud

THE IDEAL CANDIDATE



Join a team where your impact will matter from day one.

WHAT WE'RE LOOKING FOR:

The ideal candidate will be a certified paralegal with legal secretary experience in administrative law with a general understanding of insurance concepts, along with an understanding of civil and criminal law and procedures. Because the position must provide guidance and training to legal secretaries related to subpoenas, discovery, jurisdiction, appeals, and general legal support operations, the ideal candidate has strong leadership and communication (written and verbal) skills, and can navigate challenges such as time constraints and different opinions while maintaining a professional disposition. The ideal candidate will be curious, confident, and patient.

WHAT YOU'LL BE DOING:

Position is responsible for: general operations of Legal Section including workflows and understanding technological needs; leading, training, and evaluating legal secretaries; coordinating support for attorneys; assigning and reviewing work; assisting with budget preparation and monitoring; assisting attorneys with legal research and writing (legal memoranda, briefs, motions, affidavits); case intake, maintaining case files, communicating with client or opposing party; assisting with hearing/trial preparations; special projects for the Legal Section; cross-section coordination related to cases and projects; and other duties as assigned. This list is not all-inclusive.

QUALIFICATIONS:

Graduation from an accredited four-year college, university, or paralegal program; a minimum of two years of experience as a legal secretary; and demonstrated experience or training in team leadership or project coordination. Must have experience with and understanding of legal operations, legal administrative support, and case management support. Must hold a valid Nevada driver's license at the time of appointment and throughout employment. Paralegal certified or equivalent preferred.

KEY QUALITIES & COMPETENCIES:

Leadership; excellent research, writing, and analysis; effective written and verbal communication; able to manage competing priorities; professional demeanor; organized; self-motivated; punctual and prompt; able to work independently and with a team; expertise with online legal research platforms and MS Office, and ability to quickly learn and adapt to new technologies and applications; able to draft legal documents, sift through facts, identify applicable laws, and distinguish substantive and procedural issues; able to develop new skills or knowledge areas to meeting evolving legal and operational needs. Skills and competencies may evolve over time.

SALARY:

\$79,532

LOCATION:

Carson City

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

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Nevada Division of Insurance
Attention: Chief Insurance Counsel
1818 E. College Parkway, Suite 103
Carson City, Nevada 89706
Kkight@doi.nv.gov

*Resumes must include a detailed description of education and employment history to include scope of responsibility, salary history, and professional references. Please include a legal writing sample no longer than 10 pages.

*In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.
Thank you!

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