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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

555 E. Washington Ave. Suite 3900
Las Vegas, Nevada 89101

November 21, 2022

Unclassified
Position Announcement
Open Competitive

LEGAL RESEARCHER

PUBLIC SAFETY DIVISION; NEVADA DEPARTMENT OF CORRECTIONS

APPROXIMATE GROSS SALARY: The salary range is:

Employee/Employer Paid: \$52,095.60 - \$63,973.00 (Depending on Experience)
Employer Paid: \$45,351.36 - \$55,689.00 (Depending on Experience)

DUTY STATION: Las Vegas and/or Carson City Attorney General's Office.

POSITION STATUS: Unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

This position will remain open until recruitment satisfies the needs of the Office.

POSITION SUMMARY: This unclassified position is assigned to the Bureau of Litigation, Public Safety Division, Department of Corrections, and will assist attorneys in research and writing memorandums, briefs, motions, authenticating and substantive declarations, etc. pertaining to a wide variety of issues including, but not limited to discovery, small claims, state and federal district court cases, appeals, and legislative research, etc. Reports to the Chief Deputy Attorney General, Senior Deputies, and Deputies. This unclassified position is also responsible for drafting pleadings, maintaining files, assistance in drafting of discovery and discovery responses, communicating with the client regarding discovery related issues, gathering and organizing discovery documents, trial preparation, which includes preparation of exhibits for submission to court and parties, participation in trial meetings and assistance at trial, case intake which includes researching the nature of the case once assigned, gathering and requesting initial documents from the proper institution to assist in the defense of the case, bate stamping exhibits,

and all other relevant matters such as reviewing inmate letters and forwarding them to the appropriate Deputy to address with the institution and on occasions, assisting with gathering documents for subpoenas. The position may also be able to assist with appeals pending before the Nevada appellate Courts, the United States Court of Appeals for the Ninth Circuit, or the United States Supreme Court. This position may also be assigned projects for other divisions. This position will have no direct supervisory responsibilities.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four-year college, university or paralegal school. Two (2) years' experience in researching civil law issues is preferred. A Paralegal Certification through NALA is desired. The applicant should have a general understanding of civil law and procedure. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills. The successful candidate is expected to have excellent research and writing skills. Expertise in performing research on Westlaw Next is a strong preference.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, detailed resume, writing sample, and a list of 3 professional references to:

**Diane Resch, Supervising Legal Secretary
555 E. Washington Ave., Ste. 3900
Las Vegas, Nevada 89101
FAX: (702) 486-0623
E-mail: dresch@ag.nv.gov**