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OFFICE OF THE ATTORNEY GENERAL

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Solicitor General

LEGAL RESEARCHER
PUBLIC SAFETY DIVISION: NV DEPT. CORRECTIONS (NDOC)

Salary Range: Up to \$79,532 Employee/Employer Paid or \$68,122.00 Employer Paid (Depending On Experience)

Duty Station: Las Vegas, with occasional travel, including out-of-state.

Position Status: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment contingent upon successful background check.

Position Summary: This unclassified position is assigned to the Public Safety Division, assisting attorneys within that Division with all aspects of litigation support. This includes a strong emphasis on discovery issues, such as initial disclosures, drafting and responding to requests for production, interrogatories, and requests for admission, and gathering relevant records. The position will also be heavily involved in trial preparation, including the preparation of exhibits, participation in trial meetings and assistance during the trial. In addition to these duties within the Public Safety Division, you will also be tasked with assisting in the case intake procedures. This will require you to request and obtain documentation from the client agency while working closely with the Deputy Attorneys General to ensure effective communication. In addition, this position may allow you to work with other legal researchers throughout the office when needs require. This position does not have any direct supervisor responsibilities. You will report to the Chief Deputy Attorney for all matters, and to the Senior Deputy Attorneys General and Deputy Attorneys General on case or task specific duties.

Minimum Education And Background: Graduation from an accredited four-year college, university or paralegal school. Must possess a valid state driver's license at the time of appointment.

Preferred Experience: Preference to those with recent litigation and/or government service experience. Working knowledge of rules of civil and appellate procedure, evidence, and local court rules preferred.

Skills Required: Must possess strong written and verbal communication, planning, prioritizing, and executing timelines without supervision. Must exhibit professionalism, organization, self-motivation, punctuality, and leadership skills.

Physical Demands: Mobility to work in typical office setting, use standard office equipment, and travel. Ability to read printed materials and computer screen; to hear and speak to communicate in person and virtually and over the telephone; to speak in clear and understandable manner. Reasonable accommodation available for some physical demands for otherwise qualified individuals upon request.

Benefits of Position Include:

- Work largely independently once trained
- Public Service Student Loan Forgiveness
- Compressed work schedule option
- Work-life balance
- Retirement accrual after vesting
- Paid vacation and sick leave
- Medical/dental/life insurance
- Significant trial and court appearances

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information.

This announcement lists the major duties and requirements of the job and is not all-inclusive. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Send cover letter, resume, references, and a writing sample to Chief D. Randall Gilmer at dgilmer@ag.nv.gov and Supervising Legal Secretary Diane Resch at dresch@ag.nv.gov.