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STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street  
Carson City, Nevada 89701

October 10, 2022

***Unclassified Position Announcement***

**LEGAL RESEARCHER  
GOVERNMENT AND NATURAL RESOURCES DIVISION**

**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:** 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:** Reporting to the Chief Deputy Attorney General of the division, this unclassified position will assist division attorneys with drafting pleadings and other legal documents, as well as memorandums and other correspondence, in addition to assisting in preparation for trial, organizing and maintaining legal files and other legal documents. This position also requires research of various issues as required, and all other matters assigned by the Chief Deputy Attorney and by the Deputy Attorneys General assigned to the division. This position will be responsible for accepting Service of Process and managing Legal Mail Intake including, but not limited to the research, dissemination, and record-keeping of large volume of mail and documents. This position will occasionally assist with secretarial duties as needed and will be responsible for other duties as assigned. This position will have no direct supervisory responsibilities.

**QUALIFICATIONS**

**MINIMUM EDUCATION AND BACKGROUND:** Applicant should possess (1) A Paralegal Certification through NALA or a Juris Doctor degree; or (2) An Associate's Degree in Legal Assistant/Paralegal studies and 1+ years of litigation experience; or (3) A paralegal certificate from an ABA-approved program and 1+ years of litigation experience; or (4) 5+ years of equivalent experience and training. The applicant should

have a general understanding of civil law and procedure. Experience working in a law firm or government legal office is preferred. 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. Successful applicants will be able to work with a team of other legal researchers and office staff.

**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, and a list of 3 professional references to:

**Sandra Geyer, Legal Office Manager  
Office of the Attorney General  
100 North Carson Street  
Carson City, NV 89701  
E-mail: [sgeyer@ag.nv.gov](mailto:sgeyer@ag.nv.gov)**

**“The Attorney General’s Office is an Equal Opportunity Employer”**