



**THE SUPREME COURT OF NEVADA**  
invites applications for the position of:

## **Staff Attorney**

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**SALARY:** \$81,494.64 to \$108,753.00 annually

**DEPARTMENT:** Central Legal Staff

**OPENING DATE:** 12/05/2022

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Nevada Supreme Court's Central Legal Staff is accepting applications for a staff attorney position. Under the direction of the court and the Chief Legal Counsel, staff attorneys advise the court regarding all types of appeals and writ petitions through written memoranda or oral presentations. Staff attorneys also draft and edit court decisions. Staff attorneys must possess superior legal research, writing, editing, and oral presentation skills; must be flexible; and must be capable of working independently.

After an initial training period, there may be an opportunity for a hybrid remote/in-office schedule.

Applications will be reviewed as received. Qualified applicants are encouraged to apply as soon as possible.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Advise the Court on the facts, arguments, applicable law, and the merits of the issues presented in assigned cases through written memoranda, oral presentations, or self-explanatory draft dispositional orders.
- Draft orders and opinions resolving legal issues in assigned cases.
- Draft memoranda addressing petitions for rehearing and en banc reconsideration in assigned cases.
- Proofread the written work product of other staff attorneys.
- Edit orders and opinions drafted by judicial law clerks.
- Interact with justices, law clerks, and other staff attorneys to discuss legal issues and answer questions.
- Keep abreast of recent developments in the law, consulting with the other staff on legal matters when appropriate.
- Attend professional development training pertaining to the job.
- Complete special projects as requested and assist Chief Counsel as needed or directed.

## TYPICAL QUALIFICATIONS:

The successful candidate must have graduated from an ABA-accredited law school with a Juris Doctorate before commencing employment.

Admission to the State Bar of Nevada is not initially required but is necessary for advancement.

Coursework involving advanced legal writing and research; participation in Law Review or other law journals; or experience involving significant legal writing, research, and analysis is desirable.

**Applicants will need to submit a cover letter, resume, one unedited writing sample of not more than 10 pages, and a law school transcript.**

## SUPPLEMENTAL INFORMATION:

This position is located in the Nevada Supreme Court Building in Carson City, Nevada. Carson City is in northwest Nevada, at the base of the Sierra Nevada mountain range. The climate is moderate, with four distinct seasons and an estimated average of over 320 days of sunshine each year. Carson City's proximity to the mountains, approximately 20 minutes by car from Lake Tahoe, offers a variety of outdoor activities including world class skiing, golfing, hiking, biking, boating, fishing, and river rafting. A proximity to larger urban areas, approximately 30 minutes by car from Reno and four hours by car from San Francisco, offers a variety of cultural events and entertainment. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Additional benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year; no state income tax; public service loan forgiveness; flexibility; and a work-life balance beyond compare!

COVID-19 vaccination, including one booster, is required as a condition of employment. Verification of vaccination status will be required at the time of job offer. Requests for reasonable accommodation will be considered. Please **DO NOT** attach any individual health information related to COVID-19 vaccination status to the application.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.nvcourts.gov/>

Position #00145  
STAFF ATTORNEY  
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Carson City, NV 89701  
775-684-1744

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