



## The Supreme Court of Nevada Paralegal 2

<b>SALARY</b>	\$51,803.28 - \$76,921.92 Annually	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00164
<b>DEPARTMENT</b>	Clerk's Office	<b>OPENING DATE</b>	05/25/2023
<b>CLOSING DATE</b>	6/23/2023 11:59 PM Pacific		

The Nevada Supreme Court, Office of the Clerk, is seeking a highly skilled and motivated Paralegal to join our esteemed legal team. The Office of the Clerk serves as the custodian of the courts' records, keeps the courts' dockets, schedules oral arguments, and issues writs at the direction of the courts. The Clerk's Office also administers the Settlement Program and oversees the courts' publications. As a Paralegal with the Office of the Clerk, you will play a crucial role in supporting the attorneys in their efforts to ensure the efficient administration of justice in the state.

This is an exciting opportunity for a detail-oriented individual with strong legal research and organizational skills to contribute to the highest level of legal decision-making in Nevada.

### Examples of Duties / Knowledge & Skills

- Proofread and check citations in memoranda, orders, and opinions prepared by attorneys in the Clerk's Office.
- Research and analyze statutes, judicial decisions, legal articles, and other documents and draft research memos as requested by attorneys in the Clerk's Office.
- Review filings and prepare tracking orders to ensure rule compliance in appellate court cases.
- Prepare legal documents such as memoranda and orders resolving procedural motions for review and approval by attorneys in the Clerk's Office.
- Prepare draft dispositional orders in routine appeals for review and approval by attorneys in the Clerk's Office.
- Assist attorneys in the Clerk's Office in prescreening appeals for jurisdiction and draft jurisdiction-related orders, including orders to show cause and orders dismissing appeals.
- Maintain electronic databases.
- Enter data in electronic case management system.
- Attend meetings and training as required.
- Perform other duties as assigned.

### Minimum qualifications & Requirements

Bachelor's or Associate's degree from an accredited college or university and one year as a Paralegal **OR** an equivalent combination of education and experience in the legal services field.

Paralegal certificate obtained through a paralegal studies program approved by the American Bar Association or from an accredited college or university is preferred.

We are looking for candidates with the following:

1. Strong understanding of legal terminology, court procedures, and rules of civil and appellate practice.
2. Proficient in legal research methods and experienced in using legal databases and other research tools effectively.
3. Excellent written and verbal communication skills with the ability to draft clear and concise legal documents and effectively communicate complex legal concepts.
4. Exceptional organizational abilities, with the capacity to manage multiple tasks, prioritize workloads, and meet deadlines in a fast-paced environment.
5. Keen attention to detail to ensure accuracy and precision in legal research, document preparation, and case management.
6. Strong interpersonal skills and the ability to work collaboratively with judges, attorneys, and court personnel.
7. Proficient in using legal software, databases, and MS Office Suite.

## Supplemental information

Carson City, as the capital of Nevada, offers its own unique blend of sunshine, recreational activities, and proximity to natural wonders. Carson City enjoys a sunny climate throughout the year, providing ample opportunities to explore and enjoy the outdoors. The city is surrounded by scenic landscapes, including the Sierra Nevada Mountains and the stunning Lake Tahoe. Carson City and its vicinity offer a wide range of recreational activities including skiing, snowboarding, golfing, biking, off-roading, hiking, and fishing in the nearby mountain ranges, trails, and rivers and lakes. Located near Carson City, Reno offers a vibrant city atmosphere with a variety of entertainment options, including casinos, shows, dining, and shopping. Carson City maintains a friendly and close-knit community atmosphere. The city's small-town charm and sense of community create a welcoming environment for residents. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

### Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Vacation:** Accrual of three weeks of annual leave each year.
- **Sick Leave:** Accrual of three weeks of sick leave each year.
- **Holidays:** 11 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** The State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Flexibility:** a work-life balance beyond compare!

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### Agency

The Supreme Court of Nevada

### Address

201 S. Carson St. Ste. #250

Carson City, Nevada, 89701

### Phone

775-684-1744

### Website

<https://www.nvcourts.gov/>