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State of Nevada Announces

An Open Competitive Recruitment for:

LEGAL SECRETARY 2

APPROXIMATE ANNUAL SALARY - \$38,774.16 to \$56,689.20 PAY GRADE: 29

For more information on benefit and retirement programs, please see the sections below.

In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

JOB INFORMATION

- Work Type: A Permanent, full time vacancy
- Department: [Public Utilities Commission](#)
- Division: Staff Counsel
- Location: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 02.153

RECRUITMENT INFORMATION

- Announcement Number: 35434
- Open to all qualified persons.
- Posted 10/02/2018
- Close Date: 10/16/2018
- Recruiter:
ANA MARIA ORNELLAS
Phone: (775)684-0151
Email: aornellas@admin.nv.gov
- Applications accepted for another 11 Days 14 Hrs 5 Mins

The Position

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings officers.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

This position provides confidential legal support for the Staff Counsel Division of the Public Utilities Commission in Carson City. Primary responsibilities include, but are not limited to, paralegal and legal secretarial support. Additionally, the Legal Secretary 2 has sole responsibility to maintain all electronic discovery tracking and storage. This includes the maintenance of confidential, commercially sensitive files, including logging and storing highly sensitive material electronically. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other legal staff, engineers, auditors, and economists. The position will compile and summarize information and prepare periodic or special reports related to

case assignments; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. The successful candidate will possess skill in effective written and verbal communication; be skilled in planning, prioritizing and executing timelines without the need for supervision; and be highly professional, well-organized, and self-motivated. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. *** THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. ***

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/

To Qualify:

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

- Graduation from high school or equivalent education and three years of clerical experience, two of which were performing progressively responsible legal secretarial work in a training capacity; OR one year of experience as a Legal Secretary I in Nevada State service; OR an equivalent combination of education and experience.

Special Notes

- An Associate of Science degree with a legal secretarial emphasis is equivalent to one year of legal secretarial trainee experience.
- Completion of a legal secretarial diploma program from an accredited business college is equivalent to one year of legal secretarial trainee experience.

The Examination

Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

INFORMATIONAL LINKS

For more information about state employment, visit the following:
 Division of Human Resource Management: <http://hr.nv.gov>
 Public Employees Retirement System: <http://www.nvpers.org>
 Public Employees Benefits Program: <http://pebp.state.nv.us>

REFER A FRIEND

Help us reach qualified candidates! Refer a friend by clicking here:
[Email](#)

Direct Inquiries or Correspondence to:

Division of Human Resource Management

Division of Human Resource Management

Northern Nevada

209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Southern Nevada

555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

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