



Clark County

SENIOR LEGAL OFFICE SPECIALIST

SALARY	\$21.69 - \$33.58 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	27396
DEPARTMENT	District Court	OPENING DATE	04/16/2024
CLOSING DATE	4/30/2024 5:00 PM Pacific	MAX NUMBER OF APPLICANTS	300

ABOUT THE POSITION

Eighth Judicial District Court is seeking qualified candidates to apply for the Senior Legal Office Specialist position. The ideal candidate will be responsible to assign, direct, and review the work of other Legal Office Support staff; provides difficult, complex, technical, specialized, and/or confidential legal office support to various County legal or court offices.

This is the working lead level in the Legal Office Specialist series, with responsibility for providing direction to a group of legal office support staff performing similar work. This class is distinguished from Legal Office Services Supervisor in that the latter is the full supervisory level of this series, having responsibility for large office staff and/or multiple areas of responsibility.

This examination will establish an eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by District Court Human Resources. District Court Human Resources reserves the right to call only the most qualified applicants to the hiring interview.

THIS RECRUITMENT IS LIMITED TO THE FIRST 300 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

Some positions may be non-union positions and are excluded from membership in the union.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school AND four (4) years of full-time experience in providing office support which required the use of legal terminology and the processing of legal documents.

Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis up to one (1) year.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Working Conditions: Specific positions may require working evening, night, weekend and holiday shifts.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Provides lead direction, training, and work review to a legal office support work unit; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work. Provides input into selection, evaluation, disciplinary, and other personnel matters; may sign evaluation forms and counsel employees as required. Performs difficult, complex, technical, and/or specialized confidential legal office support work, which may require the exercise of independent judgment, the application of technical skills, or knowledge of detailed or specialized activities related to the department to which assigned. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; make arithmetic and statistical calculations. Provides information to the public or to County staff that requires the use of judgment and the application of policies, rules, or procedures. Organizes, maintains, and purges various departmental files. Types correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter or computer. Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations. Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; may access statewide confidential computer data networks. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Oversees and personally performs a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date; may arrange meetings by notifying participants, reserving rooms, making lodging and/or meal arrangements, etc. Acts as a receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; operates standard office equipment.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, strength to lift files weighing up to 25 pounds, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

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Website

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<http://www.clarkcountynv.gov>