



The Supreme Court of Nevada Staff Attorney- Clerk's Office

SALARY	\$93,286.34 - \$121,803.00 Annually	LOCATION	Carson City, NV
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	00175	DEPARTMENT	Clerk's Office
OPENING DATE	08/14/2023		

Embark on an exciting journey within the Clerk's Office of the Nevada Supreme Court, where every day presents an opportunity to play a pivotal role in the intricate tapestry of justice! As a Staff Attorney, you will be a key collaborator in the orchestration of court proceedings, document management, and administrative excellence. Under the guidance of the Clerk of the Court, duties include editing court decisions, evaluating civil and criminal cases, assessing appellate jurisdiction, drafting proposed dispositions for motions, and overseeing the publication of the Nevada Reports. The Staff Attorney will work closely with the Court, Justices, and other legal professionals to ensure accurate and well-crafted legal documents.

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

Examples of Duties / Knowledge & Skills

1. Editing Court Decisions:

Thoroughly review court decisions across various subject matters for both substantive and technical accuracy. Ensure proper grammar, spelling, and punctuation, maintaining high standards of writing quality. Collaborate with Justices and Judges to refine and enhance the clarity and coherence of legal opinions.

2. Screening Civil and Criminal Matters:

Examine briefs in civil and criminal appeals and writ proceedings to identify the central legal issues. Make recommendations to Justices regarding the appropriate assignment of cases to decisional tracks within the court's system. Determine whether cases should be transferred to the Court of Appeals based on established criteria.

3. Appellate Jurisdiction Review:

Assess cases for appellate jurisdiction, ensuring compliance with relevant legal requirements and criteria. Identify potential jurisdictional issues and collaborate with colleagues to resolve them effectively.

4. Motions Practice:

Review motions filed in appellate courts, evaluating their merits and legal validity.

Draft proposed dispositions for motions, providing well-reasoned recommendations to the Court.
Ensure timely and accurate resolution of motion-related matters.

5. Publication of the Nevada Reports:

Oversee all stages of publishing the Nevada Reports, ensuring accuracy, consistency, and adherence to established guidelines.

Coordinate with editorial teams and external partners to facilitate the timely release of legal opinions.

Review and verify citations, references, and formatting in published materials.

6. Legal Research and Analysis:

Conduct legal research on matters related to court rules, procedures, and other relevant issues.

Provide well-researched legal insights and recommendations to support decision-making processes.

Minimum qualifications & Requirements

- Graduation from an ABA-accredited law school with a Juris Doctorate is required
- Admission to the State Bar of Nevada is not initially required but is necessary for advancement.

We are looking for candidates with:

- Superior legal research, writing, and oral presentation skills.
- Strong attention to detail and excellent proofreading skills.
- Solid understanding of appellate law and court procedures.
- Effective communication and interpersonal abilities for collaborating with Justices, Judges, legal professionals, and support staff.
- Analytical skills.

Please submit a cover letter, resume, law school transcript, and one, short unedited writing sample.

Supplemental information

Carson City offers its own unique blend of sunshine, recreational activities, and proximity to natural wonders. 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. 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:** 12 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

Phone

775-684-1744

Address

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Carson City, Nevada, 89701

Website

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

To apply, visit: <https://www.governmentjobs.com/careers/nvcourts>