

# Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

**Position Title:** Legal Secretary

**Position Status:** Temporary Full-time

**Salary:** \$15-30 per hour

**Location:** Las Vegas- Travel may be required

## **Position Summary/Scope of Work:**

- Welcomes guests and others by greeting them in person or on the telephone in a professional manner; answering or directing inquiries.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; coordinating case preparation.
- Conserves attorneys time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals; preparing expense reports.
- Maintains attorney calendar by planning and scheduling conferences, teleconferences, dispositions, and travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements.
- Communicating and obtaining information; perform delegated assignments; following-up on delegated assignments; knowing when to act and when to refer matters to attorney.
- Inputting attorney billable time and reimbursable expenses; preparing invoices; tracking payments.
- Maintains confidence by keeping client/attorney and other information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining transcripts; documenting and maintaining evidence.
- Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Minimum Education Required:** High school diploma or GED, and two (2) years clerical experience, one of which was performing legal secretarial work.

**Skills Required:**

Enhance attorney effectiveness by providing information-management support; documentation skills, meeting planning, supply management, telephone skills, PC proficiency, excellent verbal communication, internal communications, dependability, punctuality, professionalism, professional relationships with staff, board members, licensees, and members of the public. Possess a general knowledge of legal practices and procedures; legal terminology; legal office procedures. Ability to multi-task, accurately prepare complex documents in accordance with established timelines and procedures; work independently and follow through on assignments; maintain accurate calendaring of documents and deadlines; read, comprehend, and follow State statutes and regulations; proofread documents; set up and maintain files; work as part of a team; perform a variety of tasks often changing from one assignment to another; compile and update information and prepare reports; transcribe dictation; and type at least 45 wpm.

**Note:** This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, completed job application, and a list of professional references to:

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Fax: (702) 486-7046  
Email: [nsbde@nsbde.nv.gov](mailto:nsbde@nsbde.nv.gov)