

# Nevada State Board of Dental Examiners



2651 N. Green Valley Pkwy, Ste. 104 • Henderson, NV 89014 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

**Position Title:** Legal Assistant /Paralegal

**Position Status:** Full-Time

**Salary:** Negotiable Based on Experience

**Location:** Henderson - Travel may be required

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

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case file preparation
- Engages in 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; coordinating preparation/production of charts, graphs, and reports.
- Maintains confidence by keeping attorney/client and other information confidential
- Communicates and obtains information; performs delegated assignments; follows-up on delegated assignments knowing when to act and when to refer matters to attorney,
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining minutes; documenting and maintaining evidence.

**Minimum Education Required:** High school diploma or GED and two (2) years' experience, one of which was in a law firm/legal setting.

## **Responsibilities**

- Assist with maintaining case files for the department, including litigation files and general files.
- Maintain, update, and troubleshoot calendaring schedules and appointments. Prepare and coordinate materials, in advance, related to all meetings and appointments.
- Process incoming subpoena or requests for information including, gathering requested information, and preparing formal response.
- Oversees and conducts document reviews/document productions.
- Assists with basic research, including location cases, statutes, and regulatory materials; conducts fact research on internet and private search engines, such as Westlaw and Lexis.
- Perform daily case management tasks, including opening and preparing files and forms for dental complaints, organizing, and saving key case correspondence, pleadings, discovery expert materials, and client documents.

## **Responsibilities**

- Draft; revise; finalize; and distribute all correspondence; agreements; contracts; legal documents; briefs; and reports for attorneys or executives.
- Conduct periodic review for possible storage of previous files; prepares files to be closed.
- Coordinate and assist in the preparation for court or governmental hearings and is familiar with and calendars deadlines.
- Assist General Counsel and legal team in the proper intake management of dental complaints from receipt of complaint to completion.

## **Skills Required**

- Ability to conduct thorough regulatory research and accurate analysis, especially of complex statutes and administrative rules
- Excellent oral and written communication skills; able to represent the organization in professional manner in external communication.
- Strong interpersonal skill and the ability to work effectively with a wide range of constituencies in a diverse community.
- Must be detail oriented, organized able to multi-task, and keep thorough accurate records.
- Self-motivated, able to work independently to see projects through from start to completion and meet firm deadlines.
- Comfortable working in a deadline-oriented environment.
- Trustworthiness and ability to maintain confidentiality.
- Proficiency in Microsoft Office (Outlook, Excel, Word), Adobe {PDF), Lexis/Nexis, Westlaw and Odyssey

**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 too:

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