

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/Secretary

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 case file preparation.
- Drafts letters and documents; collecting information; initiating telecommunications; organizing client conferences, and attorney meetings; assisting with preparation/production of charts, graphs, and reports.
- Maintains attorney calendar by planning and scheduling conferences, teleconferences and filing requirements/deadlines.
- 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.
- Utilizes filing and retrieval systems; records meeting discussions; maintains minutes documenting and maintaining evidence.

Minimum Education Required: High school diploma or GED and two (2) years' experience, one of which is as a legal secretary.

Responsibilities

- Assist with maintaining case files for the department, including litigation files, general files.
- Maintain, update, and troubleshoot calendaring schedules and appointments. Prepare and coordinate materials, in advance, related to all meetings and appointments.
- 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.
- Coordinate and assist in the preparation for court or governmental hearings and is familiar with and calendars deadlines.
- Assist General Counsel and legal team as needed.

Skills Required

- 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) and Adobe (PDF)

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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2651 N Green Valley Pkwy, Suite 104 Henderson, NV 89014
Email: nsbde@dental.nv.gov