

ASSISTANT BAR COUNSEL

The State Bar of Nevada is currently accepting applications for Assistant Bar Counsel for its Las Vegas office. This is a full-time, exempt position with the Office of Bar Counsel. Responsibilities include but are not limited to:

- Represents the State Bar in all discipline matters;
- Works closely with investigators on matters of alleged attorney misconduct, including: conducting research, interviewing witnesses, and analyzing documents and court filings:

Key Competencies:

- Proficiency in drafting pleadings, motions, mediation statements, writs, appeals, and Records on Appeal;
- Conversant in the Rules of Professional Conduct and the ABA Model Rules for Imposing Lawyer Sanctions;
- Communicate informal ethics opinions to State Bar members, with a customer service-oriented approach;
- Prepares and presents ethics, discipline and related programs for continuing legal education, to the courts, state agencies, legal service organizations and law firms;
- Leadership and confidence while also being able to participate effectively and constructively as a member of a team.
- Ability to exercise sound judgment and to work independently and efficiently under time pressures and deadlines;
- Excellent presentation, negotiation skills, research, writing, analytical, and oral advocacy skills required.

Requirements - licensed Nevada attorney with minimum of 5 years litigation experience. Qualified applicants may submit their resume, salary requirements, a writing sample and a completed State Bar Application for consideration to HROBC@NVBAR.ORG.