

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

- Performs investigations of allegations of attorney misconduct, including: conducting research, interviewing witnesses, issuing subpoenas and analyzing documents and court filings.
- Presents findings from investigations of alleged attorney misconduct and makes recommendations for discipline based on such findings to screening panels.
- Represents the State Bar in discipline and reinstatement hearings before panels of Disciplinary Boards including: drafting pleadings, presentation of evidence and examination of witnesses at hearings, and preparing findings and orders.
- Draft pleadings for filing with the Supreme Court, including Writs, Appeals, and Records on Appeal.
- Provides informal ethics opinions to State Bar members over the telephone.
- Performs investigations of allegations of unauthorized practice of law and when necessary, seek a civil injunction pursuant to NRS 7.285.
- Prepares and presents ethics, discipline and related programs for continuing legal education, to the courts, state agencies, legal service organizations and law firms.

For more information see complete job description by clicking on the attached link. Qualified applicants may submit their resume, a writing Sample and a completed Application for consideration to [shellley@nvbar.org](mailto:shellley@nvbar.org).