



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Attorney General

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First Assistant Attorney General

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General Counsel

**Position Announcement
Open Competitive**

**DEPUTY ATTORNEY GENERAL
OR SENIOR DEPUTY ATTORNEY GENERAL**

**BUREAU OF CRIMINAL JUSTICE
POST-CONVICTION UNIT**

POSITION TITLE: Deputy Attorney General or Senior Deputy Attorney General

GROSS SALARY: The salary range is:

Deputy Attorney General:

\$73,789.92 - \$98,539.00— Employee/Employer Paid
\$64,728.00 - \$86,437.00— Employer Paid

Senior Deputy Attorney General:

\$99,305.28 - \$110,132.00 – Employee/Employer Paid
\$87,090.48 - \$ 96,607.00 – Employer Paid

DUTY STATION: Las Vegas. Occasional travel, including out-of-state, may be required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment is contingent upon successfully passing a complete background check.

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Post-Conviction Unit, this unclassified position is responsible for representing the State of Nevada in post-conviction proceedings in state and federal court, including state and federal habeas cases. Primary duties include drafting legal briefs, legal research, and

presenting oral argument in state and federal trial and appellate courts. For the Senior position, some supervisory and/or administrative responsibilities may be required.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four-year college or university and graduation from an accredited law school.

PREFERRED EXPERIENCE: Appointment to the Deputy or Senior Deputy position will depend upon level of experience. The successful applicant's background will include current or recent experience with drafting appellate briefs and presenting appellate oral argument. The applicant should have a working knowledge of state and federal criminal/habeas statutes, rules of evidence, local court rules, and appellate procedure. For the Senior position, at least 5 years of experience in criminal and/or habeas law is preferred.

SKILLS REQUIRED: Applicants must possess skill in written and verbal communication. Required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and possess leadership skills.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing with the State Bar of Nevada.

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 and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, resume, writing sample, and a list of three professional references by **April 30, 2017** to:

Heidi Parry Stern
Chief Deputy Attorney General
555 East Washington Avenue
Las Vegas, Nevada 89101
FAX: (702) 486-0660
hstern@ag.nv.gov

The Attorney General's Office is an equal opportunity employer.