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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
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Unclassified
Position Announcement – Open Competitive

BUREAU OF BUSINESS AND STATE SERVICES
PERSONNEL DIVISION
Las Vegas

POSITION TITLE: Chief Deputy Attorney General

SALARY: **Chief Deputy Attorney General:**
\$121,725.00 (Employer/Employee Paid)
\$106,776.00 (Employee Paid)

DUTY STATION AND HOURS: The position may be filled in the Las Vegas office of the Nevada Attorney General's Office, generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekend hours may be required depending on particular issues and cases. There will be travel and overnight stay requirements in connection with conferences, working groups, discovery, hearings, trial preparation, and trials outside the Las Vegas area.

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This position serves as the Chief Deputy of the Personnel Division, which is under the Attorney General's Bureau of Business and State Services. This position falls under the direct supervision of the Bureau Chief of the Bureau of Business and State Services. Excluding the Chief Deputy, there are seven attorneys within the Personnel Division who handle personnel and employment law matters on a full-time basis, and another eight attorneys who handle personnel and employment law matters on a part-time basis as the need arises. The Chief Deputy is responsible for the full-time supervision of the seven attorneys who are dedicated exclusively to personnel and employment law matters, and is also responsible for supervising the additional eight employees with respect to their periodic handling of personnel and employment law matters. The attorneys assigned to the Personnel Division regularly represent, among other state agencies, the Nevada Department of Public Safety, the Nevada Department of Motor Vehicles, the Nevada Department of Corrections, the Nevada Department of Business and Industry, the Nevada Department of Health and Human Services, and the Nevada Department of Transportation. The representation provided by the Personnel

Division routinely involves the prosecution of administrative cases in which state employees have appealed disciplinary action or a suspension or termination from state employment. Representation also commonly involves the defense of state agencies and public officials who are accused of employment discrimination, harassment, retaliation and other unlawful conduct. In addition to carrying an active litigation case load, the attorneys within the Personnel Division field legal questions from public officials and provide day-to-day advice and representation in connection with proposed or anticipated employment and personnel actions. Litigation includes Title VII and civil rights litigation in defense of various state governmental agencies, departments, boards, commissions, and state officials and employees. The person who serves in the position of Chief Deputy will carry a modest case load while simultaneously supervising and mentoring the other fifteen attorneys within the Personnel Division.

POSITION CHARACTERISTICS: This position requires a combination of management, transactional, administrative and litigation skills. The person chosen for this position will have excellent litigation skills and experience, and excellent leadership, management and organization skills. This position requires an ability to interpret and analyze a variety of statutes and regulations, and apply those statutes in both regulatory and litigation contexts. Litigation tasks will require providing defense representation to various state agencies, departments, boards, commissions, officials and employees in civil actions commenced in the federal and state courts of Nevada, and working with or providing supervision of attorneys providing such defense representation. The scope of legal issues may vary widely depending upon the source of the litigation, but will primarily involve alleged civil rights violations and unlawful employment actions. Candidates for the position of Chief Deputy must be able to perform the duties of the position with a high degree of skill, responsibility, and self-motivation, and must possess superior legal research, writing and advocacy skills, fully-developed public speaking ability, and knowledge of state and federal court procedures. Candidates must have excellent communication, time management, and interpersonal skills.

EXAMPLES OF DUTIES: As noted above, this position will be responsible for supervising the attorneys within the Personnel Division, as well as maintaining an active caseload and/or an assignment of clients who require regular legal advice. Typical supervisory duties will include discussing, planning and developing legal theories on cases, reviewing work product, providing advice and assistance on litigation strategy, advising and assisting in trials and trial preparation, and mentoring and training junior attorneys. Duties will also include some appellate work such as responding to writs and briefing cases on appeal from the trial courts. Further, duties will include providing advice to state agency clients as to threatened and pending litigation and related employment law matters. Additional duties include opinion writing, as well as drafting and reviewing administrative regulations, policies and procedures.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college or university and graduation from an accredited law school. Candidates should have a minimum of 6 years of experience working as an attorney in the field of employment or state personnel law, or in a legal practice with an emphasis on litigation. Substantial supervisory or management experience is desired. The applicant must have

a working knowledge of Nevada statutes, Nevada rules of evidence, local court rules and Nevada appellate procedure. Candidates must be admitted or be eligible for conditional admission to the Bar of the State of Nevada and be eligible to practice law before all courts, federal and state, in the State of Nevada and the Ninth Circuit Court of Appeals.

KNOWLEDGE REQUIRED: Applicants must have or develop knowledge of administrative law and practice and laws pertaining to state employment. It is of particular importance for applicants to have or develop a working knowledge of NRS and NAC Chapters 284 (Rules for State Personnel Administration) and NRS Chapter 233B (Administrative Procedures Act).

This position requires superior organizational and litigation skills, knowledge of the rules of civil procedure and evidence for the federal and state courts in Nevada, and the ability to analyze complex employment-related issues. This position also requires knowledge and experience sufficient to be able to acquire a working knowledge of federal and state statutes and common law relating to claims that may be asserted in employment litigation against clients in state government and how to defend against claims asserted. This position also requires knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw and Word applications. This position further requires knowledge of the rules and canons of ethics applicable to the practice of law.

SKILLS REQUIRED: Leadership and supervisory skills are critical. Candidates must also possess superior analytical skills, legal writing and oral communication skills, negotiation skills, and trial and appellate advocacy skills. Necessary organizational and planning skills include the ability to make appropriate case assignments and to assess, review and monitor the caseloads carried by junior attorneys. Candidates must be highly professional, well-organized, self-motivated, punctual and prompt.

PHYSICAL DEMANDS: This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. This position requires a working knowledge of Westlaw and Word, and typing skills sufficient for independent document production. This position requires travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant may 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 should submit a resume and writing sample no later than close of business on May 5, 2017 to:

Pamela Sharp, Supervising Legal Secretary

E-mail: PSHarp@ag.nv.gov

Or deliver to:

Office of the Attorney General

100 N. Carson St.

Carson City, Nevada 89701-4717

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