



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

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***May 31, 2017***

***Unclassified  
Position Announcements  
Open Competitive***

**BUREAU OF BUSINESS AND STATE SERVICES  
PERSONNEL DIVISION  
*Las Vegas/Reno/Carson City***

**POSITION TITLES:** Senior Deputy Attorney General and Deputy Attorney General

**SALARY:** **Senior Deputy Attorney General – Las Vegas:**  
\$99,305.28 - \$110,132.00 (Employee/Employer Paid)  
\$87,090.48 - \$ 96,607.00 (Employer Paid)

**Deputy Attorney General – Reno/Carson City**  
\$73,789.92 - \$98,539.00 (Employee/Employer Paid)  
\$64,728.00 - \$86,437.00 (Employer Paid)

**DUTY STATION AND HOURS:** With this position announcement, the Office of the Attorney General is seeking applicants for two positions, one based in Las Vegas and another in Reno or Carson City. The position of Senior Deputy Attorney General will be located in the Las Vegas office of the Nevada Attorney General, while the position of Deputy Attorney General will be located in the Reno or Carson City office of the Nevada Attorney General; 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.

**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.

**SUMMARY OF PERSONNEL DIVISION:** There are eight 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. At any given time, the Senior Deputy will supervise 2 to 4 junior attorneys who are dedicated exclusively to personnel and employment law matters, and will work collaboratively with 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 Senior Deputy will carry a case load while simultaneously supervising and mentoring the junior attorneys within the Personnel Division. He or she will report directly to the Chief of the Personnel Division, who in turn reports to the Bureau Chief of the Bureau of Business and State Services.

**POSITION CHARACTERISTICS:**

Senior Deputy Attorney General

This position of Senior Deputy Attorney General 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 Senior 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.

### Deputy Attorney General

The position of Deputy Attorney General will have many of the same responsibilities as the Senior Deputy Attorney General (described above), but without the management and supervisory responsibilities. The Deputy Attorney General will be given more responsibility over time as he or she develops the necessary level of expertise and knowledge of personnel and employment law.

### **EXAMPLES OF DUTIES:**

#### Senior Deputy Attorney General

As noted above, this position of Senior Deputy Attorney General will be responsible for supervising 2 to 4 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.

#### Deputy Attorney General

The Deputy Attorney General will prosecute administrative cases in which state employees have appealed disciplinary action or a suspension or termination from state employment, and will field legal questions and provide advice on a routine basis to public officials regarding proposed or anticipated employment and personnel actions. Depending upon his or her level of expertise, the Deputy Attorney General may also handle litigation in state and federal court in connection with alleged civil rights violations, retaliation, and discriminatory employment practices.

### **QUALIFICATIONS**

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

Additionally, candidates for the position of Senior Deputy Attorney General should have a minimum of 5 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. Applicants for the position of Senior Deputy Attorney General must have a working knowledge of Nevada statutes, Nevada rules of evidence, local court rules and Nevada appellate procedure.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### Both Positions

Applicants for either position 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). Both positions require knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw and Word applications. These positions further require knowledge of the rules and canons of ethics applicable to the practice of law. Candidates must be highly professional, well-organized, self-motivated, punctual and prompt.

### Senior Deputy Attorney General

In addition to the knowledge and skills described above, applicants for the position of Senior Deputy Attorney General must have good 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. Leadership and supervisory skills are also important. Candidates must possess good 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.

**PHYSICAL DEMANDS:** These positions require the requisite mobility to work in a typical office setting and to use standard office equipment. These positions require a working knowledge of Westlaw and Word, and typing skills sufficient for independent document production. These positions require travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. These positions 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 **June 16, 2017** to:

Pamela Sharp, Supervising Legal Secretary  
E-mail: PSharp@ag.nv.gov  
Or deliver to:  
Office of the Attorney General

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The Office of the Attorney General is an equal opportunity employer.