STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

Position Announcement
Open Competitive

BUREAU CHIEF OF LITIGATION

POSITION TITLE: Bureau Chief

DUTY STATION: Carson City, Las Vegas or Reno, NV

APPROXIMATE SALARY: $127,721.00 (Employee/Employer)
$ 113,153.00 (Employer Paid)

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: The Office of the Attorney General's Bureau Chief of Litigation position is an executive level management position with significant supervisory duties and responsibilities. The Bureau Chief of Litigation supervises the Personnel and Public Safety Divisions. Although each of these divisions will continue to perform its existing core functions, this position is expected to be actively involved in complex, high profile, and high potential for adverse outcome cases within each division. Additionally, the Bureau Chief supervises all complex litigation within the office, as directed by the Attorney General. The Bureau Chief should not carry an active and independent caseload from each division. Rather, the majority of work will be related to management issues including establishing and enforcing uniformed policies and legal standards throughout the bureau, interacting with department heads of Nevada agencies, taking a proactive approach to agency-client responsiveness, formulating litigation strategy, reviewing and approving work product, customer service, making strategic litigation decisions in consultation with the chiefs of other divisions, and reporting to the Attorney General's executive management team. The Bureau Chief position will be expected to have a high level of understanding of the intricacies of both

the divisions within the Attorney General's Office being supervised as well as the Nevada agency that serves as the client.

EXAMPLE OF DUTIES: The Bureau Chief is responsible for the work product of all deputies within the bureau, as well as the work product of attorney's conducting complex litigation throughout the office. Typical supervisory duties include assigning cases and work assignments, reviewing attorney work product, approving training and travel requests, approving time reporting, conducting deputy performance reviews and evaluations, and responding to requests for information from management. Unless otherwise directed by the Attorney General, this position will not maintain an active caseload from each division being supervised, but will be expected to assist in strategic litigation decision in complex cases. The majority of work will be related to management issues, including establishing and enforcing uniformed policies and legal standards throughout the bureau, interacting with department heads of Nevada agencies, formulating litigation strategy, reviewing attorney work product, taking a proactive approach to agency-client responsiveness and customer service, and reporting to the Attorney General's executive management team.

The position will also oversee litigation and administrative actions in cases where senior level oversight is appropriate, and provide periodic direct legal advice to directors, high level officials, and employees of agency-clients of affected divisions. The Bureau Chief is expected to possess significant management and leadership skills and characteristics, superior legal research, writing, litigation and legal advocacy skills, fully-developed public speaking ability, the ability to multi-task while maintaining high levels of professionalism, and knowledge of state and federal court procedures and practices. The Bureau Chief must have excellent communication, time management, and interpersonal relationship skills. This position is also responsible for training and mentoring of less experienced attorneys. The Bureau Chief will be the Attorney General's representative to executive level management of agencies-clients.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with other deputies as both a team leader and a team member. The individual will have analytical, legal research and writing skills, fully developed public speaking ability, knowledge of federal and state laws, regulations and administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers. Representation includes litigation, appellate work, a wide array of transactional work, personnel advice and litigation.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The Bureau Chief of Litigation position requires significant litigation and trial experience, plus management and leadership skills and characteristics. This position is also required to have knowledge of substantive law pertaining to state government, as well as familiarity with the law relative to the powers and duties of the Attorney General. Specific knowledge is required regarding state and federal rules of civil procedure and evidence, as well as an expertise in employment law. The position also requires computer applications related to Microsoft Word and

Westlaw, legal research and writing, and rules of ethics and professional responsibility for the practice of law. In order to facilitate proactive training efforts for agency-clients, this position is also required to maintain a relationship with the department head.

SKILLS REQUIRED: Management and leadership skills and characteristics are critical. Effective written and verbal communication is essential. Litigation experience and skill in administrative and judicial proceedings is required. Knowledge of effective legal advocacy and ability to analyze complex legal problems and apply proper legal principles to resolve them is also required. Required management skills include planning and assignment of work, performance reviews and evaluations, compiling and summarizing management information, preparing weekly management reports for the Attorney General, and effective contribution to the accomplishments of goals, objectives, and activities of the Office. Bureau Chiefs must be highly professional, well-organized, self-motivated, punctual, prompt, and possess significant leadership and interpersonal skills.

PHYSICAL DEMANDS: This position is required to have mobility to work in a typical office setting and proficiency with the use of standard office equipment. This position is usually required to travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. This position requires vision capable of reading extensive printed materials and material on a standard size computer screen; unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations; and the ability to speak in a clear and understandable manner and to hear and respond to questions posed.

EDUCATION AND EXPERIENCE: This position requires that the employee be admitted to the Nevada State Bar and/or specially certified under Supreme Court Rule 49.8, as well as be eligible to practice law before all courts, federal and state, in the state of Nevada, and the federal circuit court of appeals for the Ninth Circuit. Except for extraordinary need as determined by the Attorney General, candidates should have a minimum of three years as a Nevada Deputy Attorney General; or four or more years as a licensed and practicing attorney with one year as a Nevada Deputy Attorney General; or six or more years as a licensed and practicing attorney.

This description lists the major duties and requirements of all positions under this classification and is not all-inclusive. Employees 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 candidates should e-mail, fax, or hand-deliver his or her resume no later than close of business on **JULY 1, 2015** to:

Nicholas A. Trutanich, Chief of Staff
C/o Vicki Beavers, Executive Assistant
Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701
FAX: (775)-684-1108
VBeavers@ag.nv.gov

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