



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

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Chief of Staff

***Unclassified Position Announcement
Open Competitive***

**CHIEF DEPUTY ATTORNEY GENERAL
Bureau of Litigation
Public Safety Division/NDOC/DMV**

POSITION TITLE: Chief Deputy Attorney General

DUTY STATION: Carson City or Las Vegas, Nevada (dependent on the location of the individual selected).

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. The deadline to submit applications is **October 13, 2014**. Applications/resumes received after this date will not be accepted.

APPROXIMATE GROSS SALARY: Employee/Employer Paid = \$118,156.00
Employer Paid = \$104,679.00

POSITION SUMMARY: This position serves as the Chief Deputy of the Division of Public Safety. The position involves managing and supervising the Deputy Attorneys General that provide legal services to the Department of Corrections, the Department of Motor Vehicles and the Department of Public Safety and its numerous Divisions, in addition to carrying an active case of complex, high profile, high potential for adverse outcome, cases against various agencies and officials of State government.

POSITION CHARACTERISTICS: This is a management level position with significant supervisory duties and responsibilities. It also involves handling and oversight of complex litigation cases. Therefore, the 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, and knowledge of State and federal court procedures and practices. Candidates must also

have excellent communication, time management, and interpersonal relationship skills. The position involves assignment, supervision, oversight, and review of subordinates' cases and work loads and training and mentoring of less experienced attorneys.

EXAMPLES OF DUTIES: The Chief is responsible for the product of all deputies in the division. 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. This position also includes maintaining an active caseload, overseeing litigation of various cases where Chief oversight is appropriate, and providing periodic direct legal advice to directors, high level officials, and employees of agency-clients represented by the division.

Overnight travel is required.

QUALIFICATIONS

KNOWLEDGE REQUIRED:

This position requires significant litigation and trial experience, plus management and leadership skill and characteristics. The position also requires knowledge of substantive law pertaining to State government, and particularly pertaining to the State Departments of Corrections, Motor Vehicles, and Public Safety, 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, and computer applications related to Word and Westlaw, legal research and writing, and rules of ethics and professional responsibility for the practice of law.

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 are also required. Required management skills include planning and assignment of work, performance reviews and evaluations, compiling and summarizing management information, preparing monthly management reports, and effective contribution to the accomplishments of goals, objectives, and activities of the Office. Applicants must be highly professional, well-organized, self-motivated, punctual, prompt, and possess leadership skills.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting, use standard office equipment, and independently handle travel to client offices and courts in various parts of the State. The position also requires vision sufficient to read printed materials on all types of media including, but not limited to, a computer screen, plus hearing and speech ability to communicate through all applicable media in person, over the telephone, and in teleconferencing. The applicant must be able to speak in a clear and understandable manner, hear and respond to questions, and otherwise interact with others without

limitations. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE:

Applicants must possess a certificate of admission to the Bar of the State of Nevada, and eligibility to practice law before all courts in the State of Nevada including the federal district court and the Ninth Circuit Court of Appeals. Applicants must have a minimum of seven years of experience as a practicing attorney.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent 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 e-mail, fax, or deliver a resume to:

Gloria Navarro, Chief Personnel Officer
100 N. Carson Street
Carson City, Nevada 89701-4717
E-Mail: gnavarro@ag.nv.gov
FAX: (775) 684-1108

No later than close of business on **October 13, 2014**.

The Attorney General's Office is an Equal Opportunity Employer