



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

THOM M. GOVER
Chief of Staff

***Position Announcement
Open Competitive***

Personnel Division

POSITION TITLE: Deputy Attorney General.

DUTY STATION: Reno, Carson City or Las Vegas. Travel throughout Nevada will be required.

SALARY: \$71,639.28 – \$95,650.00 (Employee/Employer)
\$63,468.10 – \$84,740.00 (Employer Paid)
(subject to 2.5% annual reduction, e.g. by furlough effective July 1, 2011)

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 personnel counsel to the Nevada Department of Corrections, Department of Public Safety, Department of Motor Vehicles and other assigned Executive Branch agencies, providing advocacy, advice and counsel in all facets of employment matters. This position will have no direct supervisory responsibilities.

POSITION CHARACTERISTICS: This is a position that is expected to perform with a high degree of skill, responsibility, and self-motivation. The person chosen for the position will have superior legal research and writing skills, a fully-developed public speaking ability, and knowledge of State and federal court procedures. They will also have excellent communication and time management skills, and good interpersonal skills.

EXAMPLES OF DUTIES: Typical duties of the position include reviewing proposed personnel actions contemplated by the Department or agency and providing day-to-day legal counsel on employment matters for the Executive Branch. Further duties include defending personnel and whistleblower cases before assigned hearing officers and in defending State and federal court litigation. Opinion writing on assigned topics may also be required.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires knowledge of substantive law and regulation in the state classified and unclassified personnel system, FMLA, Title VII and ADA; constitutional law, powers and duties of the State Attorney General; legislative process; State and federal civil and appellate procedure and rules of evidence; computer applications, particularly as related to the performance of legal research; and rules of ethics in the practice of law.

SKILLS REQUIRED: Applicants must possess skills in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. Applicants must be able to contribute effectively to the Personnel Division and the goals, objectives, and activities of the Office. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment; and to travel to client offices and courts in various parts of the State and to the Ninth Circuit. 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. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Candidates must be admitted 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 federal circuit court of appeals for the Ninth Circuit. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

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 and a writing sample to:

Juanita McClinton
555 East Washington Avenue, Suite 3900
Las Vegas, Nevada 89101
Fax: 702-486-3773
Email: JMcClinton@ag.nv.gov

Application due no later than close of business on **Wednesday, August 6, 2014.**

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