



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
First Assistant Attorney General

NICHOLAS A. TRUTANICH
First Assistant Attorney General

Unclassified
Position Announcement – Open Competitive

BUREAU OF BUSINESS AND STATE SERVICES
BUSINESS AND TAXATION DIVISION
Las Vegas

POSITION TITLE: Deputy Attorney General

SALARY: Deputy Attorney General:
\$72,349.20 - \$96,607.00 (Employer/Employee Paid)
\$63,475.20 - \$84,743.00 (Employee Paid)

DUTY STATION AND HOURS: The position will 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.

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 provides legal advice and counsel to, and representation of the Nevada Department of Taxation on a variety of issues and in several areas of law, and may require litigation and appellate duties. The position will be primarily responsible for recovering tax debts through bankruptcy proceedings under the U.S. Bankruptcy Code, as well as through collection actions and proceedings under state law. The position will also litigate tax controversies from time to time, and provide legal advice to the Department of Taxation on a variety of collection, bankruptcy and tax issues.

EXAMPLES OF DUTIES: Duties include day-to-day monitoring of bankruptcy proceedings, filings proofs of claim, attending creditor meetings, reviewing bankruptcy plans, responding to and filing motions and pleadings, and generally recovering debts through bankruptcy proceedings. Duties also include commencing and prosecuting collection and enforcement actions in state courts and state administrative tribunals,

litigating tax controversies when taxpayers contest audits or enforcement actions, and providing legal advice to the Department of Taxation on issues concerning the sales and use tax, real and personal property tax, net proceeds of minerals tax, tobacco and alcohol excise taxes, commerce tax, transportation tax, business tax, live entertainment tax, insurance premium tax, local government finance, open meeting law, and public records law.

QUALIFICATIONS

KNOWLEDGE REQUIRED: Applicants must have or develop knowledge of bankruptcy law and procedure, debt recovery law and procedure, and administrative law and practice. Applicants must also have or develop knowledge in the substantive law of state and local taxation and local government finance. It is of particular importance for applicants to have or develop a working knowledge of the U.S. Bankruptcy Code, as well as NRS Chapter 360 (Tax Collections, Enforcement and Procedure), NRS Chapter 233B (Administrative Procedures Act), Chapter 241 (Open Meeting Law), Chapter 239 (Public Records Law), and Chapters 360A to 377C (Revenue and Taxation).

SKILLS REQUIRED: Applicants must possess skill in effective analysis of complex legal problems and the proper application of legal principles to resolve problems. Applicants must be able to research legal issues using online computerized legal research tools and engines and draft legal documents including pleadings, briefs, regulations and advisory opinions. Applicants must have effective skills in written and verbal communication, presentation of administrative and judicial cases and effective appellate advocacy. Applicants must be able to function when necessary as part of a team, contributing effectively to the accomplishments of team or Office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills or potential. Applicants must also have excellent time management skills and good interpersonal skills.

PHYSICAL DEMANDS: This position requires: mobility to work in a typical office setting; the ability to use standard office equipment and to travel to client offices and locations and courts in various parts of the State; vision to read printed materials and a computer screen; and hearing and clear speech to communicate understandably in person and over the telephone and to hear and respond to questions. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

BAR ADMISSION AND EXPERIENCE: Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts.

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 to:

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Pamela Sharp, Supervising Legal Secretary

E-mail: PSharp@ag.nv.gov

Fax: (775)

Or deliver to:

Carson City, Nevada

No later than close of business on **May 6, 2016**.

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