



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

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Chief of Staff

Unclassified
Position Announcement

Bureau of Litigation
Personnel Division

POSITION TITLE: Deputy Attorney General.

DUTY STATION: Las Vegas, Nevada. Travel throughout Nevada will be required.

SALARY: \$72,349.20 - \$96,607.00 (Employee/Employer)
\$63,475.20 - \$84,743.00 (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: 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 personnel matters. This position will have no direct supervisory responsibilities.

POSITION CHARACTERISTICS: This position encompasses all aspects of state and federal employment law representation. A significant amount of the workload will involve representation of executive branch agencies in administrative hearings and in litigated matters. Candidates must possess self-motivation and strong organizational skills. The attorney chosen for this position will have superior legal research, writing, and advocacy skills, fully-developed public speaking ability, and knowledge of both state and federal court procedures. Candidates must have excellent communication, time management, and interpersonal skills. The candidate selected for this position will be working in a team-orientated environment in which attorneys and support staff work in concert to best represent the State of Nevada and its executive branch agencies.

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 to the executive branch. This position is

responsible for maintaining an active litigation caseload. It involves handling the defense of lawsuits against the State of Nevada, including State officials, agencies, and employees, with the primary responsibility of providing representation in employment matters and legal advice to the Nevada Department of Corrections, Department of Public Safety, Motor Vehicles and other assigned agencies. Further duties include defending personnel and whistleblower cases before assigned hearing officers and handling appeals in state and federal court. This position requires the carrying of an active, substantial litigation case load plus other duties and responsibilities that may be assigned. Opinion writing on assigned topics may also be required.

Overnight travel may be required outside of the Las Vegas locale.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires knowledge of substantive laws and regulations 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, and must possess strong advocacy skills.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use of standard office equipment; working knowledge of Westlaw, Microsoft Word and Outlook; typing and independent document production; and, the ability to travel to client offices, facilities, institutions, and the federal and State courts in various parts of the State. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen; and hearing and speech to communicate in person and over the telephone. Candidates 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 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:

Traci Plotnick
Office of the Attorney General
555 E. Washington Ave., Ste. 3900
Las Vegas, Nevada 89101
FAX: (702) 486-3773
E-mail: tplotnick@ag.nv.gov

PLEASE NOTE: In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Application due no later than close of business on **Friday, October 9, 2015.**

THE OFFICE OF THE ATTORNEY GENERAL IS AN EQUAL OPPORTUNITY EMPLOYER