



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 GOVER  
*Acting Chief of Staff*

**Position Announcement  
Open Competitive**

**Health and Human Services Division**

**POSITION TITLE:** Deputy Attorney General

**DUTY STATION:** Carson City, Reno or Las Vegas Nevada

**SALARY:** Employee/Employer Paid = \$71,639.28 - \$95,650.00  
Employer Paid = \$63,468.10 - \$84,740.00

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney Generals office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** This Deputy Attorney General position will represent the Nevada State Division of Welfare and Supportive Services or other Health and Human Services agencies as assigned. The Division determines program eligibility for Medicaid, Nevada Check-Up, Food Stamps, Temporary Assistance for Needy Families and related programs. This position requires experience in handling state personnel matters and litigation.

**POSITION CHARACTERISTICS:** The person chosen for this position will have excellent legal research and writing skills, a fully developed public speaking ability, knowledge of the federal child support enforcement program and working knowledge of collection of judgments in a variety of courts. The person chosen will work closely with the DWSS CSE program to establish procedures for referral and prosecution of cases. Representation includes litigation, appellate work, a wide array of personnel advice and cases, and frequent court appearances. The deputy must be willing and able to work collaboratively with other deputies.

**QUALIFICATIONS**

**KNOWLEDGE REQUIRED:** The position requires a willingness to develop knowledge of substantive law and regulations pertaining to the Welfare Division and other Health

and Human Services agencies, as well as civil procedure and evidence in state and federal courts, at the trial and appellate levels. Knowledge of state personnel laws and procedures, contracting requirements, Open Meeting Law, powers and duties of the State Attorney General, legislative process, and ethics is required. Computer usage skill for research, document preparation and timekeeping is required

**SKILLS REQUIRED:**

Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems as well as the ability to apply legal principles to resolve problems and issues. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time. Applicants must have strong interpersonal and people skills and be able to effectively handle a wide range of diverse personalities, attitudes and styles.

**PHYSICAL DEMANDS:**

This position requires mobility to work in a typical office setting and use standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada north of Clark County. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

**EDUCATION 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. Applicants must have at least 5 years experience as a deputy attorney general or at least 7 years experience as a practicing attorney.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The appointee 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 send their letter of interest, resume and writing sample by way of e-mail, fax or regular mail. to:

Office of the Attorney General  
Chief Deputy Attorney General Linda Anderson  
555 Washington, #3900  
Las Vegas, NV 89101  
[landerson@ag.nv.gov](mailto:landerson@ag.nv.gov)  
**FAX** (702) 486-3871

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Please submit the foregoing no later than close of business on: **MONDAY, OCTOBER 27, 2014.**

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