



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Las Vegas, Nevada 89101

CATHERINE CORTEZ MASTO
Attorney General

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Assistant Attorney General

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Chief of Staff

Position Announcement

**1/2 TIME DEPUTY ATTORNEY GENERAL
BUREAU OF CRIMINAL JUSTICE
SPECIAL PROSECUTION DIVISION**

POSITION TITLE: Deputy Attorney General – Bureau of Criminal Justice/Special Prosecution Division

APPROXIMATE GROSS SALARY: \$35,819.64 - \$47,825.00 -Employee/Employer Paid
\$31,734.05 - \$42,370.00 – Employer Paid

DUTY STATION: Carson City, NV. Occasional travel throughout Nevada is required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment is contingent on successfully passing a complete background check. This is a half-time position and requires approximately twenty hours of work per week. **Position is open until filled and may be filled at any time.**

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Special Prosecutions Division, this unclassified position is responsible for prosecuting a broad range of criminal cases, (Prison Crime, Public Integrity, Elder Abuse and Exploitation, Sex Trafficking, Identity Theft and District Attorney Assistance). This position will have no direct supervisory responsibilities.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college or university and graduation from an accredited law school. A minimum of one (1) year experience in criminal law with prosecution experience at the County, State or Federal level preferred. Alternatively, if graduation from law school occurred within the last year, relevant externship/internship experience in criminal law will be considered. The applicant's legal background should include current experience in some or all of the following areas to be competitive: reviewing and preparing cases for trial, interviewing witnesses for trial, working with law enforcement officers, conducting

preliminary hearings and grand juries and conducting bench and jury trials. The applicant must have a working knowledge of Nevada criminal statutes, Nevada Rules of Evidence, Local Judicial District Court Rules and Nevada Rules of Appellate Procedure.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing with the State Bar of Nevada.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. 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 to use standard office equipment and to travel to offices and courts in various parts of the State. 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. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will 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 must submit their cover letter and detailed resume to:

Bureau of Criminal Justice
Chief Deputy Attorney General Jamie Resch
555 East Washington Avenue
Las Vegas, Nevada 89101
FAX: (702) 486-3768
jresch@ag.nv.gov

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