



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

**Position Announcement
Open Competitive**

Boards & Open Government Division

POSITION TITLE: Deputy Attorney General

DUTY STATION: Carson City or Las Vegas, Nevada

SALARY: \$73,789.92 - \$98,539.00 - Employee/Employer Paid
\$64,728.00 - \$86,437.00 – 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 may represent one or more executive branch agencies of State government and/or State licensing boards. This position may also prosecute cases before one or more State licensing boards. This position may also assist in enforcement of the Nevada Opening Meeting Law.

POSITION CHARACTERISTICS: The person chosen for this position will have superior analytical, legal research and writing skills, public speaking ability, and a willingness to work collaboratively with other deputies. Candidates must also have excellent communication, time management, and interpersonal skills. or a willingness to quickly develop, knowledge of the rules of civil procedure and evidence in state and federal courts at the administrative, trial and appellate levels.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires knowledge of, or a willingness to quickly develop, knowledge of state and federal court civil procedure and administrative law and procedure, state contracting law, the Nevada Open Meeting Law, Public Records Act and Administrative Procedure Act, and the powers and duties of the

Attorney General. Computer skills for legal research, document preparation, and timekeeping are required. **Overnight travel may be 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, and proper application of legal principles to resolve problems. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time effectively. Applicants must have strong interpersonal 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; and to travel to client offices and courts in various parts of the State. It also requires vision to read printed materials and computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in clear and understandable manner, and to hear and respond to questions posed. 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.

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 either deliver a resume and a writing sample by close of business on **Friday, September 30, 2016**, to:

Brett Kandt, Chief Deputy Attorney General
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Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701
Fax: (775) 684-1108
Email: bkandt@ag.nv.gov

The Attorney General's Office is an Equal Opportunity Employer.