



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 M. GOVER
Chief of Staff

***Unclassified Position Announcement
Open Competitive***

**DIRECTOR/ SENIOR DEPUTY ATTORNEY GENERAL
Bureau of Criminal Justice
Insurance Fraud Control/Workers Compensation Fraud Units**

POSITION TITLE: Director/Senior Deputy Attorney General

DUTY STATION: Carson City or Las Vegas, Nevada (dependent on the location of the individual selected).

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. The deadline to submit applications is **October 13, 2014**. Applications/resumes received after this date will not be accepted.

APPROXIMATE GROSS SALARY: Employee/Employer Paid = \$96,402.96 - \$106,904.00
Employer Paid = \$85,407.24 - \$94,711.00

POSITION SUMMARY: This position serves as the Director of the Insurance Fraud Control Unit and the Workers Compensation Fraud Units. The position involves managing and supervising the Deputy Attorneys General, Investigators and support staff who prosecute workers compensation fraud and insurance fraud.

POSITION CHARACTERISTICS: This is a management level position with significant supervisory duties and responsibilities. The Chief is expected to possess significant management and leadership skills and characteristics, superior legal research, writing, litigation and legal advocacy skills, fully-developed public speaking ability, and knowledge of criminal procedure and practice throughout the State of Nevada. Candidates must also have excellent communication, time management, and interpersonal relationship skills. The position involves assignment, supervision, oversight, and review of subordinates' cases and work loads and training and mentoring of less experienced attorneys.

EXAMPLES OF DUTIES: The Chief is responsible for the product of all deputies in the division. Typical supervisory duties include assigning cases and work assignments, reviewing attorney work product, approving training and travel requests, approving time reporting, conducting deputy performance reviews and evaluations, and responding to requests for information from management. This position also includes maintaining an active caseload, overseeing the prosecution of cases where Chief oversight is appropriate. Occasional overnight travel is required. In addition, the director also engages in outreach with the insurance industry, cooperates with state agencies and participates in the legislative process.

QUALIFICATIONS

KNOWLEDGE REQUIRED:

This position requires significant experience as a prosecutor, plus management and leadership skill and characteristics. The applicant's background must include current experience in reviewing and preparing cases for trial, interviewing witnesses, working with law enforcement officers, conducting preliminary hearings and/or grand juries and conducting bench and/or jury trials. The applicant must have a working knowledge of Nevada criminal statutes, Nevada rules of evidence, local court rules and Nevada appellate procedure. Familiarity with NRS Section 616D, regarding Workers Compensation Fraud and NRS Section 686A, regarding Insurance Fraud is preferred.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

SKILLS REQUIRED:

Management and leadership skills and characteristics are critical. Effective written and verbal communication is essential. Required management skills include planning and assignment of work, performance reviews and evaluations, compiling and summarizing management information, preparing monthly management reports, and effective contribution to the accomplishments of goals, objectives, and activities of the Office. Applicants must be highly professional, well-organized, self-motivated, punctual, prompt, and possess leadership skills.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting, use standard office equipment, and independently handle travel to client offices and courts in various parts of the State. The position also requires vision sufficient to read printed materials on all types of media including, but not limited to, a computer screen, plus hearing and speech ability to communicate through all applicable media in person, over the telephone, and in teleconferencing. The applicant must be able to speak in a clear and understandable manner, hear and respond to questions, and otherwise interact with others without limitations. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE:

Applicants must possess a certificate of admission to the Bar of the State of Nevada, and eligibility to practice law before all courts in the State of Nevada including the federal district court and the Ninth Circuit Court of Appeals.

Candidates should have a minimum of 3 years as a Deputy Attorney General; or 4 or more years as a licensed and practicing attorney with 1 year as a Deputy Attorney General; or 7 or more years as a licensed and practicing attorney. At least, two (2) years experience in criminal law with prosecution experience at the County, State or Federal level is preferred.

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 to:

Gloria Navarro, Chief Personnel Officer
100 N. Carson Street
Carson City, Nevada 89701-4717
E-Mail: gnavarro@ag.nv.gov
FAX: (775) 684-1108

No later than close of business on **October 13, 2014**.

The Attorney General's Office is an Equal Opportunity Employer