



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

NICHOLAS A. TRUTANICH  
Chief of Staff

***Position Announcement  
Open Competitive***

**Bureau of Litigation  
Division of Public Safety  
Tobacco Enforcement Unit**

**POSITION TITLE:** Deputy Attorney General

**DUTY STATION:** Carson City, Nevada

**SALARY:** \$71,639.28 - \$95,650.00 (Employee/Employer)  
\$63,468.10 - \$84,740.00 (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:** The primary responsibilities of this position include day-to-day enforcement provisions of the Tobacco Master Settlement Agreement (MSA) requiring tobacco manufacturers not participating in the MSA to make escrow deposits for cigarettes sold in Nevada; oversight of retail compliance checks; prosecutions for sales of tobacco to minors; prosecutions of illegal internet cigarette sales; civil collection actions for unpaid escrow payments; and advising the Nevada Department of Taxation on MSA-related issues. The duties and requirements of this position identified and discussed above are not all-inclusive. The position will require responsibility for and performance of many duties not specifically mentioned, but that may relate to tobacco issues. This position is stationed in Carson City, Nevada.

**POSITION CHARACTERISTICS:** This position represents the State of Nevada in a variety of tobacco-related areas. A successful candidate will have excellent writing, organizational, communication, time management and interpersonal skills. Routine reconciliation of sales volumes reported by tobacco distributors and manufacturers will be required. Therefore, a level of comfort with performing mathematical functions is necessary. In addition, frequent collaboration with other Deputy Attorneys General,

Tobacco Unit staff, persons in other departments of government, and government officials from other states will be required. **Ability to travel overnight and out-of-state is required.**

## **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Graduation from an accredited four year college or university and graduation from an accredited law school is required. Candidates should have a minimum of 3 years as a licensed and practicing attorney. 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.

**REQUIRED KNOWLEDGE AND SKILLS:** Candidates must possess superior writing and organizational skills. Candidates should have knowledge of state administrative, civil and criminal procedures, and the ability to comprehend and analyze complex statutory interpretation and legal contract issues. A knowledge of computer word processing applications, particularly as related to the performance of legal research and writing, is required. A working knowledge of Microsoft Excel is strongly preferred. Candidates must have strong interpersonal skills and be able to effectively communicate and collaborate with other Deputy Attorneys General, Tobacco Unit staff, persons in other departments of government, and government officials from other states. In addition, candidates must have knowledge of the rules of professional responsibility and cannons of ethics applicable to the practice of law. The knowledge and skills identified above are not all-inclusive and the candidate selected may be required to have or acquire additional job performance related knowledge and skills.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting and use standard office equipment, including computers. The position requires the potential for frequent travel to various localities in Nevada and nationwide for various meetings, seminars, and litigation matters. The position requires sufficient vision ability to be able to read voluminous printed materials and a computer screen, and sufficient hearing and speech abilities to effectively communicate in a clear and understandable manner in person and in multi-party telecommunication conferences.

Interested candidates should e-mail, fax, or hand-deliver his or her resume no later than close of business on **April 1, 2015** to:

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C/o Vicki Beavers, Executive Assistant  
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Carson City, Nevada 89701  
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