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STATE OF NEVADA

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OFFICE OF THE ATTORNEY GENERAL
Transportation Division
1263 S. Stewart Street, Room 315
Carson City, Nevada 89712

Unclassified
Position Announcement – Open Competitive

BUREAU OF LITIGATION
TRANSPORTATION DIVISION
To be filled in either the Carson City or Las Vegas Office

POSITION TITLE: Deputy Attorney General

SALARY: **Deputy Attorney General:**
\$ 76,003.20 - \$101,495.00 (Employer/Employee Paid)
\$ 66,669.84 - \$ 89,030.00 (Employee Paid)

DUTY STATION AND HOURS: The position will be filled either in the Transportation Division Carson City office or the Las Vegas office; generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekends hours may be required depending on particular issues and cases; there will be travel and overnight stay requirements.

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 provides legal advice and counsel to and representation for the Nevada Department of Transportation on a wide variety of issues and in multiple areas of law. This position has litigation and may have appellate duties.

EXAMPLES OF DUTIES: Duties include day-to-day legal advice primarily in the following areas of law: real estate, eminent domain (condemnation and inverse condemnation), contract, tort, construction, and environmental. Duties include litigation in prosecuting and defending state and federal lawsuits and administrative matters. Duties may include perfecting and defending appeals in State and federal appellate courts. Additional duties include opinion writing, drafting and reviewing policies and procedures.

QUALIFICATIONS

KNOWLEDGE REQUIRED: Applicants must have or develop knowledge of administrative law and practice and laws pertaining to State government affairs including contracting authority, the legislative process and open meeting laws. Applicants must have or develop knowledge in the substantive law of eminent domain, contract, tort, construction, and environmental. Applicants must also have or develop knowledge of State and federal civil procedure and rules of evidence.

Applicants must have or develop a working knowledge of NRS Chapter 37 Eminent Domain, NRS Chapter 405 Control and Preservation of Public Highways, NRS Chapter 408 Highways, Roads and Transportation Facilities and NRS Chapter 241 Nevada's Open Meeting Law, parliamentary procedure (Roberts' Rules) and applicable attorney ethical rules.

SKILLS REQUIRED: Applicants must possess skill in effective analysis of complex legal problems and the proper application of legal principles to resolve problems. Applicants must be able to research legal issues using online computerized legal research tools and engines and draft legal documents including contracts and agreements. Applicants must have effective skills in written and verbal communication, presentation of administrative and judicial cases and effective appellate advocacy. Applicants must be able to function when necessary as part of a team, contributing effectively to the accomplishments of team or office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills or potential. Applicants must also have excellent time management skills and good interpersonal skills.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use of standard office equipment; working knowledge of Westlaw and Word; typing and independent document production; and ability to travel to client offices, facilities, institutions, and the federal and State courts, in various parts of the State. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen; and hearing and speech to communicate in person and over the telephone. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.

BAR ADMISSION 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. Litigation experience in one or more of the foregoing substantive areas of law is required.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant 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 candidates should e-mail, fax, or hand-deliver his or her cover letter (which should indicate how you heard about position), resume, and a writing sample no later than close of business on **April 27, 2018** to:

Alice Coffman, Supervising Legal Secretary
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Carson City, Nevada 89712
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Fax: (775) 888-7309

THE OFFICE OF THE ATTORNEY GENERAL IS AN EQUAL OPPORTUNITY EMPLOYER