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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

**Position Announcement
Open Competitive**

DEPUTY ATTORNEY GENERAL

POST-CONVICTION DIVISION

POSITION TITLE: Deputy Attorney General

GROSS SALARY: The salary range is:

\$91,224.72 – 121,803.00 – Employee/Employer Paid

\$78,132.96 – 104,328.00 – Employer Paid

DUTY STATION: Las Vegas. Occasional travel, including out-of-state, required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard state benefits and serves at the will of the Attorney General. Employment is contingent upon successful passage of a complete background check.

POSITION SUMMARY: This unclassified attorney position represents the State of Nevada in post-conviction proceedings in federal and state court, including federal and state habeas cases. Primary duties include drafting legal briefs, legal research, and presenting oral arguments in federal courts before the district court and Ninth Circuit Court of Appeals, and Nevada state and appellate courts.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited law school. Must be a licensed attorney in any state bar.

PREFERRED EXPERIENCE: Appointment depends upon level of experience, with preference to those with current or recent experience in drafting appellate briefs and presenting oral arguments. A working knowledge of federal and state criminal/habeas statutes, rules of evidence, local court rules and appellate procedure a plus.

SKILLS REQUIRED: Applicants must possess strong written and verbal communication, prioritizing, and executing timelines without supervision. Must exhibit professionalism, organization, self-motivation, punctuality, and leadership skills.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, to use standard office equipment, and to travel to offices in Nevada and to courts throughout Nevada and in neighboring states. The ability to read printed materials and a computer screen, and to hear and speak to communicate in person, virtually and over the telephone required. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed by co-workers and judicial officers. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Applicants must possess a valid state driver's license at the time of appointment and must be admitted to and in good standing with a state bar within the United States.

The benefits of this position include:

- Dedicated mentor to assist with federal and state habeas training
- Option to work largely independently once fully trained
- Once assigned a case, follow that case to completion
- Oral arguments in federal and state court, including Ninth Circuit Court of Appeals
- Teleworking capability
- Compressed work schedule option
- 2 years to pass the Nevada bar if barred in another state
- Student loan forgiveness after 10 years of public service
- Work-life balance
- Public service and community involvement
- Retirement medical insurance after vesting
- Paid vacation and sick leave
- Medical/dental/life insurance

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 resume and writing sample to:

Heather Procter
Chief Deputy Attorney General
100 North Carson Street
Carson City, NV 89701
FAX: (775) 684-1108
hprocter@ag.nv.gov

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.