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OFFICE OF THE ATTORNEY GENERAL

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555 E. Washington Ave. Suite 3900  
Las Vegas, Nevada 89101

***Unclassified Position Announcement  
Open Competitive***

**Boards and Open Government Division  
(Carson City)**

**POSITION TITLE:** Deputy Attorney General or Senior Deputy Attorney General

**GROSS SALARY: Senior Deputy Attorney General:**

\$122,732.64 - \$136,133.00 (Employer/Employee Paid Retirement)

\$105,130.80 - \$116,602.00 (Employee Paid Retirement)

**or**

**Deputy Attorney General:**

\$91,224.72 - \$121,803.00 (Employer/Employee Paid Retirement)

\$78,132.96 - \$104,328.00 (Employee Paid Retirement)

**DUTY STATION AND HOURS:** The position will be filled in Carson City. The hours will generally be Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening, and weekend hours may be required. There may also be travel and overnight stay required for conferences, working groups, discovery, hearings, trial preparation, and trials outside the Carson City area.

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** This position is a Deputy Attorney General or Senior Deputy Attorney General in the Boards and Open Government Division, under the direct supervision of the Chief of the Division.

Primary responsibilities include providing legal services, day-to-day advice, and representation to a wide variety of executive branch agencies of State government and State regulatory and policy boards and commissions, including the Purchasing Division, Risk Management Division, Division of Enterprise Information Technology Services, and other clients as assigned. The position will also be part of the Open Meeting Law Enforcement Unit.

**POSITION CHARACTERISTICS:** This position involves a combination of transactional, regulatory and litigation-related tasks. Applicants with Nevada state government contracting experience are preferred. This position requires an ability to interpret and analyze a variety of statutes and regulations, and apply those statutes in transactional, regulatory and litigation settings. Litigation tasks will require providing defense representation to various state agencies, departments, boards, commissions, officials, and employees in civil actions commenced in the federal and state courts of Nevada. Candidates are expected to perform with a high degree of skill, responsibility, and self-motivation; possess superior legal research, writing, and advocacy skills, and have knowledge of State and federal court procedures.

**EXAMPLES OF DUTIES:** This position will be responsible for maintaining an active caseload and client assignment. Duties will include drafting and reviewing contracts, amendments and agreements for various state agencies and departments. Additional duties include drafting and reviewing opinions, regulations, policies, and procedures and providing legal advice to State clients.

**MINIMUM EDUCATION AND BACKGROUND:** Candidates must have graduated from an accredited law school and be admitted to a State Bar in the United States. Candidates who are not admitted to the State Bar of Nevada must take the Nevada Bar Exam within two years of joining the Office. Candidates should have a minimum of three years as a licensed and practicing attorney with two years of litigation or state contracting experience. Experience in both civil or criminal law will be considered. Candidates should have a working knowledge of Nevada statutes, rules of evidence, local court rules, and appellate procedure.

**KNOWLEDGE REQUIRED:** Applicants must have or develop knowledge of administrative law and practice. It is of particular importance for applicants to have or develop a working knowledge of NRS 233B (Administrative Procedures Act) and the Nevada and Federal Rules of Civil Procedure.

This position requires knowledge of the rules of civil procedure and evidence for the federal and state courts in Nevada. This position also requires knowledge and experience sufficient to be able to acquire a working knowledge of federal and state statutes and the common law relating to claims that may be asserted against clients in state government and how to defend against claims asserted. This position also requires knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw and Word applications. This position further requires knowledge of the rules and cannons of ethics applicable to the practice of law.

**SKILLS REQUIRED:** Superior analytical skills are important. Candidates must possess skill in effective legal writing and oral communication, effective trial and appellate advocacy, and presentation of legal and evidentiary matters, superior analytical ability regarding complex legal issues relating to administrative law, constitutional law, federal and state statutory law, and federal and state common

law, and skill in the analysis of these laws in establishing strategies in litigating disputes arising under them. Candidates must be highly professional, well-organized, self-motivated, and punctual.

**PHYSICAL DEMANDS:** This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. This position requires a working knowledge of Westlaw and Word and typing skills sufficient for independent document production. This position requires travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed.

**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 applicants should submit a resume and writing sample to:

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