

**Position Announcement
Open Competitive**

**Taxation Division
Tobacco Enforcement Unit**

POSITION TITLE: Deputy Attorney General

DUTY STATION: Reno, Nevada

SALARY: \$80,638.56 - \$107,676.00 (Employee/Employer)
\$70,198.56 - \$93,733.00 (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: This position represents the State of Nevada in a variety of tobacco-related areas. The primary responsibilities of this position include day-to-day enforcement of the Tobacco Master Settlement Agreement (MSA) and compliance with subsequent settlements; oversight of retail compliance checks; representing the State in administrative hearings and civil actions; drafting and testifying on legislative matters; and advising the Nevada Department of Taxation on tobacco and taxation issues. The candidate will also represent the State in tobacco workgroups hosted by the National Association of Attorneys General. 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 relating to tobacco issues.

SKILLS REQUIRED: A successful candidate will have excellent writing, organizational, communication, time management, and interpersonal skills. Candidates should have knowledge of state administrative and civil procedures, and the ability to comprehend and analyze complex statutes, contracts, and settlements. Candidates must have a working knowledge of the relevant Nevada Revised Statutes, Nevada Administrative Code, and ethical requirements.

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. The ideal candidate should be able to maintain their own workload and prioritize tasks as needed. Additionally, candidates should have superior public speaking skills and the ability to effectively communicate and collaborate with other Deputy Attorneys General, Tobacco Unit staff, persons in other departments of government, and Industry members. 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. 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.
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 2 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.

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 travel within Nevada and nationwide for various meetings and seminars. 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 to the information below:

David J. Pope, Chief Deputy Attorney General
C/o Debra Turman, Legal Secretary
Office of the Attorney General
555 E. Washington Avenue, Suite 3900
Las Vegas, Nevada 89101
FAX: (702)-486-3420
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THIS RECRUITMENT WILL BE OPEN UNTIL THE RECRUITMENT SATIFIES THE NEEDS OF THE OFFICE.

THE OFFICE OF THE ATTORNEY GENERAL IS AN EQUAL OPPORTUNITY EMPLOYER