



## NEVADA STATE PUBLIC DEFENDER

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### UNCLASSIFIED JOB ANNOUNCEMENT

Posted – February 12, 2024

## DEPUTY PUBLIC DEFENDER

#### **RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. The position is fulltime, unclassified, and is appointed by and serves at the pleasure of the Executive Director.

#### **AGENCY RESPONSIBILITIES:**

The Nevada State Public Defender's Office is responsible for providing quality criminal defense services to indigent clients in Nevada.

**POSITION LOCATION:** Ely, Nevada

#### **QUALITY OF LIFE:**

Ely, Nevada is a small town nestled in the quiet valley of White Pine County in Northeast Nevada. It is known for its charming character and abundance of outdoor activities. Whether it is camping, hiking, fishing, mountain biking, four-wheeling, exploring ghost towns or taking in the landscape with scenic drives, Ely offers something for everyone. This charming town also boasts plenty of unique local restaurants and a variety of shopping options all within a few blocks of each other.

#### **APPROXIMATE ANNUAL SALARY:**

Approximate annual salary will be up to \$121,803. This amount does not reflect an approved 11% salary increase effective July 1, 2024. *\*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

#### **BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

#### **FLEXIBLE SCHEDULE:**

The set schedule is open to discussion; however, the candidate must be available to potentially cover weekend and holiday detention hearings pursuant to AB 424.

### **POSITION DESCRIPTION:**

The Deputy Public Defender represents indigent clients primarily in White Pine County. This specific position will be primarily responsible for zealously advocating for the clients in court and providing quality criminal defense in the Municipal Court of Ely Township, Justice Court and 7<sup>th</sup> Judicial District Court. Additional duties include meeting with clients (in and out of custody), reviewing discovery, discussing cases with investigator (when necessary), scheduling court appearances, negotiating with opposing counsel, scheduling telephonic conferences, and maintaining court schedule. This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and be required to have or develop additional specific job-related knowledge and skills as necessary.

### **MINIMUM EDUCATION AND BACKGROUND:**

Nevada Bar Membership is required OR candidates must be eligible to practice under the rural practice provision of the Nevada Supreme Court Rules. Please note that if you are not licensed to practice in Nevada under the Nevada Supreme Court Rule 49.9; the Deputy Public Defender is required to pass the Nevada Bar Exam and become fully licensed to practice in Nevada as soon as possible. New attorneys are encouraged to apply; training will be provided.

### **Preferred Skills:**

Preference will be given to applicants who possess strong written and verbal communication skills, time management skills without the need for supervision, and those who are professional, organized, and self-motivated. Candidates must be proficient in Microsoft programs and familiar with Legal Case Management system. Fluency in Spanish is not required but would be very beneficial.

### **Physical Demands:**

This position requires the ability to work in a typical office setting, use standard office equipment, and travel to offices and courts in rural areas of the state. It also requires sufficient vision to read printed materials and a computer screen, and sufficient hearing and speech to clearly communicate in person and over the telephone. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **TO APPLY:**

Please send all application materials, to include: **cover letter, detailed resume, writing sample and three (3) references to [publicdefender@nspd.nv.gov](mailto:publicdefender@nspd.nv.gov).** Letters of interest and resumes will be accepted until the position is filled. All letters of interest and resumes will be accepted on a first-come, first-serve basis. Hiring may occur at any time during the recruitment process. This recruitment may be used for future vacancies which may occur in the next twelve months.

*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.*