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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
5420 Kietzke Lane, Suite 202
Reno, Nevada 89511

***Unclassified Position Announcement
Open Competitive***

Health and Human Services Division

POSITION TITLE: Deputy Attorney General

SALARY RANGE: \$81,452.88 – \$108,753.00 (Employer/Employee Paid Retirement)
\$70,908.48 – \$94,671.00 (Employer Paid Retirement)

DUTY STATION AND HOURS: The Office of the Attorney General is seeking applicants for a vacant Deputy Attorney General position in its Carson City location. The work hours for this position are generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although flexible, condensed, and/or part-time telework schedules may be requested, and early morning, evening and weekend hours may be required depending on particular issues and case events. There may 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 Deputy Attorney General position will represent the Division of Public and Behavioral Health (DPBH) and the Aging and Disability Services Division (ADSD). These two divisions run civil and forensic inpatient hospitals and outpatient services for adults and children with serious mental illness and intellectual disabilities. Adult Protective Services is also a part of ADSD. This position represents both Divisions in Guardianship hearings and other court proceedings regarding the civil and forensic commitment process and also assists in drafting regulation and representation in litigation. This position also assists the Divisions with public records requests, subpoenas, contracts and open meeting law issues. This position may represent other agencies within the Department of Health and Human Services as needed.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent legal research and writing skills, a fully developed public speaking ability, knowledge of the state and federal laws and regulations governing behavioral health as well as the open meeting law. Representation includes regulation development, administrative hearings, litigation and appellate work. The deputy must be willing and able to work collaboratively with other deputies.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires a willingness to develop knowledge of substantive law pertaining to Health and Human Services agencies, as well as civil procedure and evidence in state and federal courts, at the trial and appellate levels. Knowledge of contracting requirements, open meeting law, powers and duties of the State Attorney General, legislative process, and ethics is required. Computer usage skill for research, document preparation and timekeeping are required.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems as well as the ability to apply legal principles to resolve problems and issues. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time. Applicants must have strong interpersonal and people skills and be able to effectively handle a wide range of diverse personalities, attitudes and styles.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EDUCATION 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.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The appointee may be expected to perform additional

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job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

INTERESTED APPLICANTS should send their letter of interest, resume and writing sample by way of mail or e-mail to:

Sharon L. Benson, Chief Deputy Attorney General
c/o Kahra Stenberg, Supervising Legal Secretary
Nevada Office of the Attorney General
5420 Kietzke Lane, Suite 202, Reno, Nevada 89511
E-mail: kstenberg@ag.nv.gov

The Attorney General's Office is an equal opportunity employer.