



**STATE OF NEVADA  
DEPARTMENT OF INDIGENT DEFENSE SERVICES**

896 West Nye Lane, Suite 202 | Carson City, NV 89703-1578  
Phone: (775) 687-8490 | [dids.nv.gov](http://dids.nv.gov)

**Unclassified Job Announcement  
Posted – October 7, 2024**

**EXECUTIVE DIRECTOR**

**RECRUITMENT OPEN TO:**

The Department of Indigent Defense Services (DIDS) is accepting applications for the position of Executive Director. This is an open competitive, full-time unclassified recruitment, open to all qualified applicants.

**AGENCY INFORMATION:**

The mission of DIDS is to assist Nevada counties in developing quality, equitable, and sustainable indigent defense systems that strengthen local communities and meet or exceed the state and federal constitutional guarantees that protect each of us. The Department includes the Board on Indigent Defense Services and the Nevada State Public Defender.

**POSITION DESCRIPTION:**

The Executive Director is principally tasked with ensuring that the Department of Indigent Defense Services is providing the oversight, training, and resources to Nevada's counties and public defenders such that adequate and appropriate indigent defense services are provided in the State.

The Executive Director's duties include:

- Oversight of all the functions of the Department.
- Serving as Secretary to the Board on Indigent Defense Services without additional compensation.
- Reporting to the Board on Indigent Defense Services regarding the work of the Department and providing such information to the Board as directed by the Board.
- Assisting the Board in determining necessary and appropriate regulations to assist in carrying out the responsibilities of the Department.
- Establishing the proposed budget for the Department and submitting the proposed budget for approval of the Board.

- Preparing an annual report concerning indigent defense services in this State which includes information collected by the Department and such other information as requested by the Board.
- Taking any other actions necessary to ensure that adequate and appropriate indigent defense services are provided in this State.
- Oversight of the Nevada State Public Defender.

**MIMIMUM QUALIFICATIONS:**

The Executive Director serves at the pleasure of the Governor and may be removed upon a finding of incompetence, neglect of duty, commission of an act that constitutes moral turpitude, misfeasance, malfeasance, or nonfeasance in office or for any other good cause. Applicants must be licensed to practice law in the State of Nevada, must devote their entire time to their duties and shall not engage in any other gainful employment or occupation. Applicants must hold a valid driver's license.

In addition, competitive applicants should have the following:

- Knowledge of Nevada's criminal justice system, legal terminology, procedures, and legal ethics.
- Demonstrated ability to prioritize multiple work assignments, meet deadlines, and work under pressure.
- Familiarity with the management and oversight of a government agency and law firm operations.

**ANNUAL SALARY:**

Up to \$176,555. The annual salary reflects Public Employees Retirement System (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

**BENEFITS:**

The State of Nevada offers an excellent benefit package that 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.

**LOCATION/TRAVEL:**

DIDS is located in Nevada's State Capitol, Carson City, near beautiful Lake Tahoe in Northern Nevada. The area blends a mix of old-fashioned charm and history with modern cultural opportunities, a destination location to live, work and play. In-state travel is required.

**TO APPLY:**

Applicants interested in the Executive Director position must submit the following: a detailed description of educational achievement and employment history, including

the name and address of employers, scope of responsibility, and how the minimum qualifications are met to:

Cindy Atanzio  
Executive Assistant  
Email: [catanzio@dids.nv.gov](mailto:catanzio@dids.nv.gov)

Please reference the following in the Subject field: ***Application for Executive Director.***

Incomplete applications will not be considered. Resumes will be accepted until the position is filled and announcement has been removed.

**NOTE:** Selected applicants will be required to appear before and interview with the Board on Indigent Defense Services during a public, open meeting. The Board will then choose three of the applicants to be submitted to the Nevada Governor for consideration. The Governor will select one applicant from that list to be appointed for the position.

Preference may be given to veterans who qualify under state and federal laws and regulations.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.