



AARON D. FORD  
*Attorney General*

KYLE E. N. GEORGE  
*First Assistant Attorney General*

CHRISTINE JONES BRADY  
*Second Assistant Attorney General*

JESSICA L. ADAIR  
*Chief of Staff*

Vacant  
*General Counsel*

HEIDI PARRY STERN  
*Solicitor General*

STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

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

March 26, 2021

***Unclassified  
Position Announcement  
Open Competitive***

**BUSINESS AND TAXATION DIVISION  
*Las Vegas/Reno/Carson City***

**POSITION TITLE:** Deputy Attorney General

**SALARY:** Employee/Employer Paid PERS: \$80,638.56 - \$107,676.00  
Employer Paid PERS: \$70,344.72 - \$93,938.00

**DUTY STATION AND HOURS:**

With this position announcement, the Office of the Attorney General is seeking applicants for a Deputy Attorney General position. The anticipated work schedule is generally Monday through Friday, 8:00 a.m. to 5:00 p.m. – though early morning, evening and weekend hours will be required as demanded by the case load. In addition, there can be travel and overnight stay requirements.

**POSITION STATUS:**

The position is exempt (FLSA) and 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.

**SUMMARY OF THE BUSINESS AND TAXATION DIVISION:**

There are approximately twenty attorneys within the Business & Taxation Division handling matters related primarily to the Department of Business and Industry, the Department of Taxation, and the Cannabis Compliance Board. The Division also represents the Board of Finance, the Secretary of State's Office, the Treasurer's Office and the Public Employees Benefits Program. The representation provided by the lawyers in this division routinely involves the prosecution of administrative cases and the resulting Chapter 233B petitions for judicial review. Lawyers in this division also defend state agencies in litigation matters before the district courts and handle appeals. In addition to carrying an active case load, the attorneys field legal questions from public officials and agencies and provide day-to-day legal advice and representation.

**POSITION CHARACTERISTICS:**

The position of Deputy Attorney General will advise and assist several agency clients, prosecute regulatory violations, assist with review and approval of contracts, act as board counsel and give guidance on open meeting law and regulation-making questions, draft regulations, and represent agencies in judicial review proceedings, litigation and appellate matters.

**QUALIFICATIONS****MINIMUM EDUCATION AND BACKGROUND:**

Graduation from an accredited four-year college or university and graduation from an accredited law school is required. Candidates must be admitted to the State Bar of Nevada and be eligible to practice law before all courts, federal and state, in the State of Nevada and the Ninth Circuit Court of Appeals.

**KNOWLEDGE AND SKILLS 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 Chapter 233B of the NRS (Nevada's Administrative Procedures Act). The position will require the development of proficiency with regard to the specific statutes and regulations for several clients. The 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. The position further requires knowledge of the rules and canons of ethics applicable to the practice of law. Candidates must be highly professional, self-motivated, well-organized, and punctual.

**PHYSICAL DEMANDS:**

The position requires the requisite mobility to work in a typical office setting and to use standard office equipment. The position requires a working knowledge of Westlaw and Word and typing skills sufficient for independent document production. The position requires some travel to client offices, facilities, and the federal and state courts in various parts of Nevada and the nation. The 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 remotely, in and 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. The applicant will also need to be able to work from home while the pandemic persists, which requires secure internet access and a computer.

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 cover letter (which should include how you heard about the position), resume and writing sample no later than close of business on **April 9, 2021** to:

Marilyn Millam, Supervising Legal Secretary  
E-mail: [MMillam@ag.nv.gov](mailto:MMillam@ag.nv.gov)

Alternatively:

Office of the Attorney General  
Attn: Marilyn Millam, Supervising Legal Secretary  
555 E. Washington Ave., #3900  
Las Vegas, Nevada 89101

*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.*