



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
BUREAU OF CONSUMER PROTECTION

100 N. Carson St.
Carson City, NV 89701

AARON D. FORD
Attorney General

ERNEST D. FIGUEROA
*Consumer Advocate
Chief Deputy Attorney General*

DEPUTY ATTORNEY GENERAL

*Unclassified Position Announcement
Open Competitive - Open until filled*

**Bureau of Consumer Protection
Carson City or Las Vegas, Nevada**

POSITION TITLE: Deputy Attorney General

APPROXIMATE GROSS SALARY: Depending on experience, the salary range is approximately:

Employee/Employer Paid: \$81,452.00 - \$108,753.00
Employer Paid: \$70,908.00 - \$94,671.00

PRIMARY DUTY STATION: Carson City or Las Vegas, Nevada. The Office of the Nevada Attorney General Bureau of Consumer Protection has offices in both Carson City and Las Vegas. Occasional travel with overnight stay to either city or throughout the State is required. Additional travel nationwide is also required.

POSITION STATUS: Exempt (FLSA); serves at the will of the Consumer Advocate. Employment is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System (NCIC/NCJIS), and a fingerprint criminal history check.

POSITION SUMMARY: Reporting to the Consumer Advocate and Consumer Counsel, this unclassified position is responsible for handling the preparation, prosecution, and enforcement of claims relating to consumer protection in state and federal courts, including without limitation, actions related to violations of areas of law outlined in Nevada Revised Statutes 228.380(1), in addition to other duties as

assigned. The position in an entry level Deputy Attorney General position with a primarily focuses on complex and multi-jurisdictional civil matters, including without limitation, deceptive trade practices and antitrust, but may also require handling related criminal matters. This position emphasizes a team approach within the Bureau of Consumer Protection to develop, implement, and prosecute investigations, case strategies, and litigation of a variety of complex matters, as well as the ability to work independently with direction. The position also works closely as a team with state and federal law enforcement partners, as well as other states, to develop, implement, and coordinate a variety of legal investigatory actions and case strategies. The position requires the review and processing of numerous documents, reports, and other evidence involving various subject matters, primarily through an electronic discovery platform. This position also requires strong critical thinking and deliberative skills, the ability to perform logically, and the ability to zealously advocate the position and strategies of the office. In addition, the position requires strong legal and analytical writing and oral advocacy skills. The position requires drafting and preparing motions, briefs, and other legal documents as well as correspondence and press releases, and requires the ability to prepare and handle a variety of proceedings before different quasi-judicial, judicial, and legislative bodies. The position requires professionalism, integrity, and the ability to engage corporate residents and handle a variety of consumer complaints. The position also requires strong interpersonal skills with the passion and ability to meet with and create and provide educational and promotional materials to the public. In addition, the position requires the development of additional specific job-related knowledge and skills and includes travel and attendance at various trainings in the capacity as an attendee or presenter. The position also includes the performance of other duties as assigned by the Consumer Advocate or Consumer Counsel.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university and graduation from an accredited law school is required. The applicant must have a working knowledge of civil procedure, Nevada rules of evidence, local court rules, and Nevada appellate procedure. Applicants must possess a certificate of admission from the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada, and federal district and appellate courts. Experience with an e-discovery platform and the ability to easily learn computer programs is desired.

SKILLS REQUIRED: In addition to the specific skills described in the Position Summary, applicants must have effective written and verbal communication skills, as well as the ability to plan, prioritize, and execute timelines without the need for supervision or reminders. Applicants must have strong problem-solving skills, must be adept at identifying, developing, and analyzing findings and conclusions, and be able to prepare and defend their position regarding the same. Applicants must be

highly professional, well-organized, self-motivated, and punctual. Applicants must possess the ability to work as a team in a team environment and respect the individuality and contributions of team members, while being able to make individual contributions without supervision. Applicants should be able to work remotely, manage their time, complete projects promptly and efficiently, and be available during the working day. Applicants must possess an exemplary working knowledge of computers and computing programs, including Microsoft Office, Adobe, Westlaw, as well as various video conferencing software, and be able to easily learn various e-discovery platforms.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and to travel to various parts of the State and nationwide. It also requires vision to read printed materials and on computer screens, and hearing and speech to communicate in person, over the telephone, and over video conferencing software and equipment. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. The position also requires the ability to use video conferencing software and equipment and may require or provide for remote work. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

ADDITIONAL INFORMATION: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance, development, and budget availability.

Interested applicants must submit a cover letter, detailed resume, writing sample, and a list of three (3) professional references to:

Jana Whitson
Supervising Legal Secretary
Office of Attorney General
Bureau of Consumer Protection
100 N. Carson St.
Carson City, NV 89701
Email: bcpserv@ag.nv.gov

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