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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

November 15, 2021

**Position Announcement
Open Competitive**

PROGRAM SPECIALIST

POSITION TITLE: Program Specialist

GROSS SALARY: \$63,340.00 (Employee/Employer paid PERS)
\$55,138.00 (Employer paid PERS)

DUTY STATION: Reno, Carson City or Las Vegas, Nevada (position allocation may depend, in part, on the location of best qualified candidates).

POSITION STATUS: This position is exempt (FLSA) and serves at the will of the Attorney General. Employment is contingent upon completion of NCIC/NCJIS criminal background and a fingerprint history check. The deadline to submit applications is **DECEMBER 3, 2021**. Applications/resumes received after this date will not be accepted.

POSITION SUMMARY: Reporting to the Director of the Office of Military Legal Assistance. This unclassified position will be primarily responsible for coordinating outreach to Nevada's veteran population through Veteran legal workshops across the State. This position works in concert with other pro bono legal aid services and local, state and federal government to maximize available services to qualified military personnel living in Nevada. The position will utilize innovative public-private partnerships to secure legal representation for Active-Duty military families on a variety of civil issues while organizing legal workshops for veterans and family members. This position will have no direct supervisory responsibilities. Outreach will consist of speaking engagements across the state, working with local radio, television and print media outlets promoting events while bringing awareness and support to veteran legal issues. Daily activity will require a variety of administrative tasks in support of constituent services, monitoring program effectiveness and performance through trackers, activity calendars and weekly reports concerning veteran events that occurred within the community. In addition, the position will recommend and implement programs and objectives to improve efficiency and allocate limited resources in a time efficient manner. Familiarity with legal issues and laws that impact the military community is preferred but not

required. Frequent overnight travel within the Nevada is required. This position has no supervisory role.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Completion of a high school diploma or equivalent, supplemented by specialized training in the Veteran or Military culture.

Experience:

Two years of project or legal office management experience in human services, veteran issues, or a related field; or any equivalent combination of training and experience.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication. Required skills also include planning, prioritizing, and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual, and prompt, and must possess leadership skills

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

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

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

Nic Danna, Director
State of Nevada
Attorney General's Office
100 N. Carson Street
Carson City, NV 89701-4717
ndanna@ag.nv.gov
FAX: (775)

Please submit the foregoing no later than close of business on **DECEMBER 3, 2021**.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate based on 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.