



STATE OF NEVADA, OFFICE OF THE ATTORNEY GENERAL¹
SENIOR DEPUTY ATTORNEY GENERAL, TOBACCO ENFORCEMENT

Salary Range: Up to \$151,108.00 Employee/Employer Paid or \$129,429.00 Employer Paid (DOE)

Duty Station: Las Vegas, Carson City or Reno.

Position Status: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment contingent upon successful background check.

Position Summary: This position represents the State of Nevada in a variety of tobacco-related areas. The primary responsibilities of this position include day-to-day enforcement of the Tobacco Master Settlement Agreement (MSA) and compliance with subsequent settlements; oversight of retail compliance checks; representing the State in administrative hearings and civil actions; drafting and testifying on legislative matters; and advising the Nevada Department of Taxation on tobacco and taxation issues. The candidate will also represent the State in tobacco workgroups hosted by the National Association of Attorneys General. The duties and requirements of this position identified and discussed above are not all-inclusive. The position will require responsibility for, and performance of, many duties not specifically mentioned relating to tobacco issues and operation of the Tobacco Enforcement Unit. This position also supervises another attorney.

Minimum Education And Background: Graduation from accredited law school and licensed by a state bar. Minimum of five (5) years as a licensed attorney. Valid state driver's license required.

Preferred Experience: Experience in a leadership position is preferred. Experience handling administrative matters will be viewed favorably. A working knowledge of Nevada statutes, Nevada's Administrative Procedures Act, Nevada rules of evidence, local court rules, and Nevada appellate procedure is also preferred. Trial experience and management experience are each a plus. Experience with the subject matter is a plus. Serious candidates should demonstrate a zeal for learning.

Skills Required: A successful candidate will have excellent writing, organizational, communication, time management, and interpersonal skills. Candidates should have the ability to comprehend and analyze complex statutes, contracts, and settlements. Candidates must have a working knowledge of the relevant Nevada Revised Statutes, Nevada Administrative Code, and ethical requirements. Reconciliation of sales volumes reported by tobacco distributors and manufacturers will be required. Therefore, a level of comfort with performing mathematical functions is necessary. The ideal candidate should be able to maintain their own workload and prioritize tasks as needed. Additionally, candidates should have superior public speaking skills and the ability to effectively communicate and collaborate with other Deputy Attorneys General, Tobacco Unit staff, persons in other departments of government, and Industry members. A knowledge of computer word processing applications, particularly as related to the performance of legal research and writing, is required. A working knowledge of Microsoft Excel is strongly preferred. The knowledge and skills identified above are not all-inclusive and the candidate selected may be required to have or acquire additional job performance related knowledge and skills. Must exhibit professionalism, self-motivation, punctuality, and leadership and supervisory skills.

Physical Demands: Mobility to work in typical office setting, use standard office equipment, and travel. Ability to read printed materials and computer screens; to hear and speak to communicate in person and virtually and over the telephone; to speak in a clear and understandable manner. Reasonable accommodation available for some physical demands for otherwise qualified individuals upon request.

¹ *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.*

Benefits of Position Include:

- Work largely independently
- Student loan forgiveness after 10 years of public service
- Compressed work schedule option
- Public service/community involvement
- Retirement accrual after vesting
- Paid vacation and sick leave
- Medical/dental/life insurance
- Work-life balance

This announcement lists the major duties and requirements of the job and is not all-inclusive. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Send cover letter, resume, references, and a writing sample to Chief David J. Pope at dpope@ag.nv.gov.