



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

LESLIE NINO PIRO
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

December 6, 2022

***Unclassified
Position Announcement
Open Competitive***

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

POSITION TITLE: Senior Deputy Attorney General

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

SDAG – Employer/Employee Paid PERS	<u>\$109,578.24 - \$121,547.00</u>
SDAG – Employer Paid PERS	<u>\$95,379.84 - \$105,808.00</u>

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:

Reporting to the First Assistant Attorney General, the Chief Deputy Attorney General of the Business and Industry Division (BID) is responsible for leading, managing, supervising, training and mentoring a team of Senior and Deputy Attorney Generals within the Nevada Attorney General's Office (AGO). The team consists of nine attorneys, the Chief regularly reports to executive management, maintains knowledge of best practices in the field of administrative agency prosecutions and administrative law, monitors changes in the law and proposes needed legislative changes. BID handles a variety of administrative actions and litigation on behalf of state agencies under the Department of Business and Industry, including the Real Estate Division, Housing Division, Division of Industrial Relations, Financial Institutions Division, Mortgage Lending Division, Employee Management Relations Board, Taxicab Authority, Transportation

Authority, and other state agencies, including the Secretary of State's Office, the Treasurer's Office, the Silver State Health Insurance Exchange, Public Employee Benefit's Program, the Colorado River Commission and the State Board of Equalization. The Chief maintains an active

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 INDUSTRY DIVISION:

There are approximately eleven attorneys within the Business & Industry Division handling matters related primarily to the Department of Business and Industry agencies including without limitation, Financial Institutions Division, Mortgage Lending Division, Taxicab Authority, Nevada Transportation Authority, Housing Division, Division of Industrial Relations, and Real Estate Division. The Division also represents the Secretary of State's Office, the Treasurer's Office, the State Board of Equalization, the Silver State Health Insurance Exchange, and the Public Employees Benefits Program. The representation provided by the attorneys in this division routinely involves the prosecution of administrative cases and the resulting Chapter 233B petitions for judicial review. Attorneys 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, 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 possess good judgment and significant skills in administrative agency matters, litigation, legal research, writing, verbal communication, analyzing complex legal issues, and maintaining positive relationships with agency clients. The position requires knowledge of substantive law applicable to each BID agency client, administrative law, ethics in government, and open meeting law. Required skills also include planning, prioritizing, and executing timelines without the need for supervision, and maintaining knowledge of state and federal procedures and practices. Applicants must be highly professional,

honest, well-organized, self-motivated, punctual, and an effective communicator with diverse populations. Prior leadership experience is required. Further, applicants must be comfortable with computer applications/platforms such as Microsoft Word, Westlaw, Zoom, Bluejeans, and Lifesize.

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.

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.

POSITION WILL REMAIN OPEN UNTIL FILLED.

Interested applicants should submit a resume and writing sample (include how you heard about position) to:

Marilyn Millam, Supervising Legal Secretary
E-mail: 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.