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January 9, 2023

***Unclassified Position Announcement  
Open Competitive***

**CRIMINAL PROSECUTION DIVISION**

**POSITION TITLE:** Special Prosecutor  
for Consumer Protection and Fraud

**GROSS SALARY:** *Employee/Employer Paid -*  
\$121,547.00-\$134,342  
(Depending on Experience)  
*Employer Paid –*  
\$105,808.00 -\$116,946.00  
(Depending on Experience)

**DUTY STATION:** Las Vegas  
Statewide and other overnight travel is required.

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General. 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. This position will remain open until filled.

**POSITION SUMMARY:** Reporting to the Chief of the Prosecution Division, this unclassified position plays an important role in prosecuting crimes relating to consumer protection and fraud; managing the AGO's Criminal Consumer Protection and Fraud Unit of approximately four (4) attorneys; coordinating with law enforcement; serving on consumer protection and fraud task forces; coordinating with the AGO's Constituent Services Unit (CSU) in reviewing and assigning criminal complaints relating to consumer protection and fraud, coordinating and working in a team environment with the AGO's Investigations Division to develop cases, and functioning as the liaison between the AGO's Bureau of Consumer Protection (BCP) and the Criminal Prosecution Division.

In addition, this position will work with management analysts in the AGO, the Secretary of State's Office, and on occasion coordinate with the U.S. Federal Trade Commission, Federal Bureau of Investigation's IC3, Department of Justice, as well as other local governmental, state, and federal agencies to analyze financial data and summarize large and complex fraud schemes. The position requires the processing of multiple exhibits and reports. Complex and multi-jurisdictional cases will be routine. This position will work and oversee cases in parallel proceedings and identify suspects and witnesses using various fraud databases such as the Consumer Sentinel Network.

This position is a high-level position in the office involving significant responsibilities and opportunities to develop robust criminal prosecution and trial skills. This position requires a candidate well-versed in all aspects of trial practice, including case valuation, motion practice, pre-trial discovery, evidentiary hearings, trials, and post-trial motions and hearings. The work of the division is intellectually challenging, fast-paced, and central to the Attorney General's priorities for the office. Other management assignments include development of legislation, development of new or review and recommendation of existing consumer protection policy relating to fraud and deceptive practices, routine interactions with other agencies and entities, and protecting individual and corporate consumers.

## **QUALIFICATIONS**

**MINIMUM EDUCATION AND BACKGROUND:** Graduation from an accredited four-year college or university and graduation from an accredited law school. Criminal Prosecution and Consumer Protection experience commensurate with the position applied for. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing with the State Bar of Nevada.

**SKILLS REQUIRED:** The Division seeks highly motivated, intelligent, and reliable attorneys for this important position. Candidates must have demonstrated ability to formulate policy in collaboration with multiple decision makers, and to prepare senior decision makers for legislative and other public presentations.

Candidates must possess knowledge of the legal and ethical duties of Nevada prosecutors as defined in NRS 241A.030 and the Nevada Rules of Professional Conduct. The person chosen for this position must possess good judgment and significant skills in legal research, writing, verbal communication, analyzing complex legal issues and maintaining positive relationships with diverse

stakeholders internal and external to the AGO. Required skills also include planning, prioritizing and executing timelines without the need for supervision.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting and use standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

**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.**

**POSITION WILL REMAIN OPEN UNTIL FILLED**

**INTERESTED APPLICANTS** should submit their applications as soon as possible. Applicants should send their letter of interest (to include how you heard about this position, if by website, please identify website), resume and writing sample by way of e-mail or regular mail to:

Office of the Attorney General  
Attn: Mackenzie Hodges  
5420 Kietzke Ln, Ste. 202  
Reno, NV 89511  
mhodges@ag.nv.gov

*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.*