



STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL
BUREAU OF CONSUMER PROTECTION

100 North Carson
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

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

***Unclassified Position Announcement
Open Competitive***

Bureau of Consumer Protection

POSITION TITLE: Deputy Attorney General – BCP (Grant Funded Position through June 30, 2019)

GROSS SALARY: Depending on experience, the salary range is approximately:
\$76,003.20 - \$101,495.00 (Employee/Employer Paid)
\$66,669.84 - \$89,030.00 (Employer Paid)

PRIMARY DUTY STATION: Carson City. Occasional travel throughout Nevada is required. *Travel throughout the United States may also be required.*

POSITION STATUS: Exempt (FLSA); serves at the will of the Consumer Advocate. Employment is contingent upon completion of (NCIC/NCJIS), and a fingerprint criminal history check.

POSITION SUMMARY: Reporting to the BCP Consumer Counsel, this unclassified position's primary responsibility will be to assist in the preparation and prosecution of claims relating to deceptive acts in connection with certain consumer protection matters in areas outlined in NRS 228.380(1) in state and federal courts, in addition to other matters as assigned. The Deputy Attorney General will work closely with law enforcement partners and other States through a team approach in various investigations. The position requires the processing of multiple documents and reports of various subject matters through, primarily but not limited to, an electronic discovery platform. This position also provides support to other positions in the BCP, including but not limited to, legal research, writing, and court appearances.

Complex and multi-jurisdiction cases will be routine. Assignments will include development, implementation, and advocacy, of strategies concerning BCP functions,

coordination of legal strategy with other States and/or federal entities, as well as representing the BCP and the Nevada Attorney General in various multistate matters.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four- year college or university and graduation from an accredited law school. 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 to 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 is a plus.

SKILLS REQUIRED: Applicants must possess effective written and verbal communication skills; other required skills include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, and punctual.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and travel to offices and courts in 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 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.

Interested applicants must submit a cover letter (include information on how you heard about position), detailed resume, writing sample, and a list of 3 professional references to:

Michelle M. Tarochione
Legal Secretary II
Office of the Attorney General
Bureau of Consumer Protection
100 N. Carson St.
Carson City, NV 89701
Email: bcpserv@ag.nv.gov

“OPEN UNTIL RECRUITMENT NEEDS ARE SATISFIED”

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