STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

Position Announcement
Open Competitive

Division of Business and Taxation

POSITION TITLE: Deputy Attorney General

DUTY STATION: Carson City, Nevada

APPROXIMATE SALARY: Employee/Employer Paid - $72,355.67 - $96,607.00
Employer Paid $63,469.77 - $87,128.53

POSITION STATUS: Exempt (FLSA); 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.

POSITION SUMMARY: This position serves as general counsel to the Director's Office of the Department of Business and Industry, and provides a wide variety of legal services relating to various matters that rise to the Director's level for various Divisions of the Department of Business and Industry. Additionally, this position acts as primary counsel to the Division of Real Estate for the Appraisal Commission and for northern Real Estate Commission cases. The assignment entails prosecuting disciplinary cases against licensees before the Appraisal Commission and the Real Estate Commission beginning at the hearing level and through the judicial review process. The assignment also involves acting as primary counsel to the Housing Division and as back-up to the deputy representing the Division of Manufactured Housing. The person serving in this position may also be called upon to act as Board Counsel for other licensing board hearings.

POSITION CHARACTERISTICS: The person chosen for the position will have the necessary skill to advise a high-level client on complicated legal matters and will have experience in administrative law and prosecution of disciplinary cases. This person will also have the ability to handle a full case load, move cases through the administrative process and the ability to advise the client on due process issues. He or she will also have good legal research and writing skills, a well-developed public speaking ability, and

knowledge of State and Federal courts procedures. They will also have excellent time management skills, and good interpersonal skills. Knowledge regarding real estate transactions is a plus.

EXAMPLE OF DUTIES: Typical duties of the position include prosecuting administrative actions, defending or commencing litigation on behalf of boards and commissions in Federal and State courts; and defending appeals in State and Federal Appellate courts. Additional duties include opinion writing; drafting and reviewing regulations; and providing day-to-day legal counsel to clients on various legal issues. Some overnight travel is required.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires knowledge of substantive law pertaining to State Government affairs, including personnel and contracting; the Open Meeting Law; powers and duties of the State Attorney General; administrative law and practice; State and Federal civil procedure and rules of evidence; computer application, particularly as relate to the performance of legal research; and rules of ethics in the practice of law.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. In particular they must be able to prepare superior legal briefs and arguments. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt.

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

EDUCATION AND EXPERIENCE: 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 the Federal District and Appellate courts. Applicant should also have at least two years of experience as practicing attorney.

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.

Interested applicants should either deliver a resume and a writing sample to:

Office of the Attorney General
Attention: Anne Goldy
100 North Carson Street
Carson City, Nevada 89701
Fax: (775) 684-1210
Email: AKinsey-Goldy@ag.nv.gov

No later than close of business on July 27, 2015.

The Attorney General's Office is an Equal Opportunity Employer.