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

Bureau of Government Affairs
Division of Boards and Licensing

POSITION TITLE: Chief

DUTY STATION: Carson City, Nevada

SALARY: Employee/Employer Paid approximately $119,338.00
Employer Paid approximately $104,682.00

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 is a management level position with supervisory duties, and therefore is expected to perform with a high degree of skill, responsibility, and self-motivation. The person chosen for the position will have superior legal research and writing skills, a fully-developed public speaking ability, and knowledge of State of Nevada (State) and federal court procedures. Candidates must also have excellent communication, time management, and interpersonal skills.

This position serves as Chief of the Division of Boards and Licensing within the Bureau of Gaming and Government Affairs and provides a wide variety of legal services to various state boards or commissions. The assignment entails providing legal advice and opinions relevant to administrative law as well as prosecuting administrative actions, including disciplinary proceedings, from the Hearing level and through the Judicial Review process.

EXAMPLE OF DUTIES: The Chief is responsible for all employees in his/her Division and coordinates supervision and discipline. This position will maintain an active caseload and/or client assignments in his or her area of legal expertise. Typical supervisory duties include reviewing attorney work product, approving training and travel requests,

approving time reporting, conducting deputy performance reviews, and responding to requests for information from Bureau Chiefs and management.

This position will be expected to coordinate and review all assignments within the Division with an eye towards streamlining procedures. Mentoring and training of Division staff is expected. **Overnight travel may be required**.

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 a 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
Nicholas A. Trutanich, Chief of Staff
c/o Vicki Beavers
100 North Carson Street
Carson City, Nevada 89701
Fax: (775) 684-1108
Email: vbeavers@ag.nv.gov

No later than close of business on FRIDAY, AUGUST 28, 2015.

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