



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
BUREAU OF CONSUMER PROTECTION

10791 W. Twain Avenue, Suite 100
Las Vegas, Nevada 89135

ADAM PAUL LAXALT
Attorney General

ERIC WITKOSKI
*Consumer Advocate
Chief Deputy Attorney General*

LEGAL RESEARCHER MULTISTATE LITIGATION – GRANT FUNDED

POSITION TITLE: Legal Researcher – (Grant Funded – through July 2017)

GROSS SALARY: Depending on experience, the salary range is approximately:
\$ 46,270.08 - \$ 56,828.00 on Employee/Employer Paid Compensation
\$ 40,590.72 - \$ 49,849.00 on Employer Paid Compensation

PRIMARY DUTY STATION: Las Vegas. Occasional travel in Nevada and possible travel throughout the United States is required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Consumer Advocate. Employment with the Attorney General's office 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.

POSITION SUMMARY: This is a grant funded position through June 2017, reporting to the Chief Multistate Counsel and the Consumer Advocate. This unclassified position's primary responsibility will be to assist the Multistate Counsel as needed to oversee the management of the funds awarded from the National Mortgage Settlement for the Attorney General's Home Again Program. The Legal Researcher will assist the Chief Multistate Counsel in the oversight and monitoring to insure program service compliance by the grantees. The position will require assisting with the processing of multiple documents and reports and Program updates. Additional duties will consist of assistance in in drafting public service announcements, press releases, as well as planning and participating in public relations and outreach events.

Additionally, the legal researcher will assist the Chief Multistate Counsel with multi-state cases that involve acting on behalf of Nevada consumers in conjunction with other states in the coordination, investigation and litigation or settlement of complex consumer protection related matters. In this role, the Legal Researcher will work closely with the Multistate Counsel as part of a team and

provide legal and technical research as needed. The position will require assisting with the processing of multiple documents and reports of various topics such as financial, pharmaceutical, or other consumer related subject matters.

QUALIFICATIONS

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and travel to 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 hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: (1) An Associate's Degree in Legal Assistant/Paralegal studies and 1+ years of litigation experience, or (2) A paralegal certificate from an ABA-approved program and 1+ years of litigation experience, (3) A law degree; or (4) equivalent experience.

ADDITIONAL QUALIFICATIONS:

- Able to work independently with multiple tasks and deadlines
- Previous experience with grant management and oversight preferred
- Spanish language proficiency preferred
- Proficiency in basic office applications, including Word, Excel, Outlook, Adobe Acrobat, etc.

ADDITIONAL DUTIES:

- Data synthesis and report writing may be required
- Occasional attendance at public outreach events is required

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.

The position will remain open until filled.

Interested applicants should e-mail, fax, or deliver a resume to:

Dorianne Potnar, Supervising Legal Secretary
Office of the Attorney General
10791 W. Twain Ave. Ste. #100
Las Vegas, Nevada 89135
FAX: (702) 486-3283
E-mail: dpotnar@ag.nv.gov

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