

# State of Nevada Announces Recruitment For...

## TORT CLAIMS ANALYST - 11.412

<b>APPROXIMATE ANNUAL SALARY - \$48,086.64 to \$71,514.00 PAY GRADE:</b> <b>36</b> *A Permanent, full time vacancy *Department: Attorney General *Division: Attorney General *Location: Carson, Minden, Gardnerville, Genoa *Open to all qualified persons. *Applications accepted for another 14 Days 7 Hrs 51 Mins	<b>ANNOUNCEMENT NUMBER 27970</b>  *Posted 04/06/16 *Direct inquiries to: CARL CHISAM (775)684-0110 or email cchisam@admin.nv.gov
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### The Position

Under general supervision of a licensed attorney, analyze legal liability and conduct statewide investigations, evaluations, negotiations and adjustments of tort claims filed against the State of Nevada with the Office of the Attorney General.

\*\*\* THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. \*\*\*

The Tort Claim Analyst summarizes all evidence, conducts both legal and non-legal research to identify areas of concern; determines liability and writes detailed reports; drafts correspondence to claimants, attorneys, and/or insurance companies; negotiates settlement with claimants and claimants' attorneys and/or insurance companies; and recommends final settlement costs. Provides support when litigation is filed against the State when settlement cannot be negotiated through the claims process; assists the Deputy Attorney General in case preparation by gathering supporting documentation for the case, preparing court exhibits; arranges for lay and expert witnesses, briefing them on case particulars; drafting legal documents for attorney review when requested; and attends proceedings as an assistant to the Deputy Attorney General.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-11\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-11_0/)

### To Qualify

#### Education and Experience

1) Bachelor's degree from an accredited college or university in risk management, business administration, public administration or closely related field and three years of experience which involved vehicle accident investigation, insurance adjusting, and/or paralegal experience in tort claim litigation; OR an equivalent combination of education and experience.

#### Special Notes

1) Half of the qualifying experience may be in damage appraisal and/or tort litigation.

#### Special Requirements

1) A State of Nevada/FBI background check will be required of the selected applicant.

### Examination

#### Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

#### Direct inquiries or correspondence to:

Division of Human Resource Management  
Northern Nevada  
209 East Musser Street,  
Room 101  
Carson City, Nevada 89701-4204

Division of Human Resource Management  
Southern Nevada  
555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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