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OFFICE OF THE ATTORNEY GENERAL
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**Position Announcement
Open Competitive**

**Bureau of Gaming and Government Affairs
Boards and Open Government Division**

POSITION TITLE: Chief Deputy Attorney General

DUTY STATION: Carson City, Nevada

SALARY: Employee/Employer Paid - approximately \$121,725.00
Employer Paid - approximately \$106,776.00

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. This position serves as Chief of the Boards and Open Government Division within the Bureau of Gaming and Government Affairs and provides a wide variety of legal services to various executive branch agencies of State government and State regulatory and policy boards and commissions, in addition to management oversight of a virtual Transactional Unit and a virtual Open Meeting Law Enforcement Unit.

EXAMPLE OF DUTIES: The Chief is responsible for all employees in his/her Division and coordinates supervision and discipline, and additionally responsible for the work product of other division attorneys working within the virtual units. This position will maintain an active caseload and/or client assignments in his or her area of legal expertise. Typical supervisory duties include coordinating all assignments within the Division; allocating Division resources to efficiently and effectively meet client and office needs, reviewing attorney work product, approving training and travel requests, approving time reporting, conducting attorney performance reviews, and responding to requests for information from Bureau Chiefs and management. Mentoring and training of Division and virtual unit staff is expected. **Overnight travel may be required.**

KNOWLEDGE REQUIRED: This position requires knowledge of State government operations; State and federal court civil procedure; administrative law and procedure; state personnel, financial administration and contracting law; the Nevada Open Meeting Law; Public Records Act and Administrative Procedure Act; the powers and duties of the Attorney General; and rules of ethics in the practice of law.

SKILLS REQUIRED: This position requires superior legal research and writing skills; a fully-developed public speaking ability; extensive civil and administrative law practice; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. Applicants must have strong interpersonal skills and be able to effectively handle a wide range of diverse personalities, attitudes, and styles.

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 six years of experience as practicing attorney; previous management experience is preferred.

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 deliver a resume with references and a writing sample by close of business on **Friday, June 23, 2017** to:

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