

ADAM PAUL LAXALT
Attorney General



WESLEY K. DUNCAN
First Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

KETAN D. BHIRUD
General Counsel

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

555 E. Washington Ave. Suite 3900
Las Vegas, Nevada 89101

Position Announcement
Open Competitive
Administration Division/Attorney General's Office

POSITION TITLE: Deputy Communications Director
DUTY STATION: Carson City, Nevada (preferable)
Las Vegas, Nevada (possible)
GROSS SALARY: \$48,608.64 - \$59,704.00 (Employee/Employer Paid)
\$42,636.96 - \$52,372.00 (Employer Paid)

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment is contingent upon completion of NCIC/NCJIS and a fingerprint criminal history check.

DUTY STATION AND HOURS: The position will likely be filled in Carson City, but may be filled in Reno or Las Vegas depending on the quality of the applicants. The hours will generally be Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening, and weekend hours may be required. There may also be travel and overnight stay required for media announcements and events, conferences, and working groups outside of the duty station.

POSITION SUMMARY: Under the direction of the Communications Director, the Deputy Communications Director may be asked to draft press releases, assist with responses to media inquiries, develop talking points for speeches or media events, review and draft memos and letters, assist with the creation and set up of press conferences, monitor and assemble national and statewide news on a daily basis for issues related to the work of the AGO, draft a monthly newsletter, write/manage content for office's social media sites such as Facebook and Twitter, assist in the production of PSAs, commercials and videos, and work on website updates and changes. In addition to these duties, the Deputy Communications Director will also work closely with the Communications Director, office managers and management on constituent services matters. These duties may include assisting with the production of constituent letters, responding to constituent calls, processing constituent complaints, maintaining a constituent database, and training other staff on constituent services matters. Additional duties may include assisting other staff, including the AG, First Assistant AG and Chief of Staff, on a variety of media relations issues and special projects as needed. This position may also require mentoring and supervising communications interns.

POSITION CHARACTERISTICS: The candidate selected will have a high degree of proficiency in writing and public speaking ability, as well as the ability to communicate effectively with the media and public. The selected candidate will demonstrate the capacity to establish successful interpersonal relationships, plus excellent organization and time management skills.

POSITION REQUIREMENTS: Knowledge of journalism or communications, through a degree or relevant experience; strong writing and oral communication skills; research skills; experience with news media, graphics, photography, and video editing preferred, but not required; ability to work on a deadline and manage multiple projects in a fast-paced environment; exceptional attention to detail; skilled in or able to quickly learn Word, Excel, PowerPoint, and online collaboration tools; willingness to travel. Nevada ties are a plus. Fluency in Spanish language preferred, but not required.

MINIMUM EDUCATION AND BACKGROUND: Applicants should, but need not, have degrees in journalism, communications, English literature, writing or a related field. Applicants with at least two years of experience in communications or journalism are preferred.

PHYSICAL DEMANDS: This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. This position requires travel to various offices and facilities in various parts of Nevada. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations. Candidates must be able to speak in a clear and understandable manner, and to 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.

This Position Announcement lists the major duties and requirements of the position, but is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applicants should e-mail a cover letter, resume, two writing samples, and list of three references no later than close of business on **September 1, 2017** to:

Office of the Attorney General
Monica C. Moazez, Public Information Officer
555 E. Washington Avenue, Suite 3900
Las Vegas, Nevada 89101-1068
Telephone: 702.486.0657
E-mail: MMoazez@ag.nv.gov

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