



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street  
Carson City, Nevada 89701

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

**POSITION TITLE:** Ombudsman for Domestic Violence, Sexual Abuse, and Human Trafficking Survivors

**DUTY STATION:** Carson City, Reno, or Las Vegas, Nevada

**GROSS SALARY:** \$63,278 (Employee/Employer Paid)  
\$55,507 (Employer Paid)

**POSITION STATUS:** Exempt (FLSA) position serving at the will of the Attorney General with employment contingent upon completion of NCIC/NCJIS and a fingerprint criminal history check.

**POSITION SUMMARY:** The Ombudsman for Domestic Violence, Sexual Abuse, and Human Trafficking Survivors within the Office of the Attorney General. Statutes and Regulations administered by this position include NRS 228.440 and 228.470.

**DUTY STATION AND HOURS:** The position will be filled in Carson City, Reno, or Las Vegas, Nevada. 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 for attendance at community events, meetings, trainings and related projects. There may also be travel and overnight stay required, including lengthy rural driving trips.

**GENERAL DUTIES:** Oversight of Committee on Domestic Violence meetings. Review all minutes and agendas, perform all duties as outlined by Committee members, and assist the Chair (Attorney General) with all projects.

Manage, track, and administer programs related to Domestic Violence per NRS 228.460, including those related to (1) training law enforcement officers, attorneys and members of the judicial system about domestic violence; (2) assisting victims of domestic violence; and (3) educating the public concerning domestic violence.

Develop educational presentations regarding domestic violence, human trafficking and sexual abuse for public, private, and governmental organizations, with material to be delivered to various agencies throughout Nevada (and potentially the Nation). Develop and distribute training material, registration forms, and fliers/pamphlets

used in the course of presentations and various trainings hosted by the Attorney General's Office.

Work with necessary partners to administer VINE, a free resource for victims provided by the Attorney General's Office. Duties may also include attendance and assistance with the Attorney General's Sexual Assault Kit Backlog Working Group. Regular attendance at the Coalition to Prevent the Commercial and Sexual Exploitation of Children and the Nevada Arrest and Protection Advocacy Project is also required.

Handle inquiries from the general public regarding domestic violence, including those relating to statistics, projects, and presentations. The ombudsman may also be asked to speak about his or her role within the office in media interviews and press conference settings. Representing the office in meetings with national and international delegations and in law enforcement settings may also be required.

Perform administrative services as needed to comply with grant project requirements and budgeting.

Perform other miscellaneous projects as assigned.

**POSITION REQUIREMENTS:** Understand legal and social aspects of domestic violence, sexual abuse and human trafficking. Work efficiently, setting priorities and working on multiple projects simultaneously. Ensure that the work product generated by this office is accurate and professional. Have excellent writing, public speaking, time management, and interpersonal skills. Nevada ties are a plus. Fluency in Spanish language preferred, but not required.

**EDUCATION AND BACKGROUND:** Applicants should, but need not, have a degree in public administration, social work, criminal justice or a related field, and two years of experience involving the administration, assessment, coordination and revision of programs or organizations relating to domestic violence and victims of crime.

**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.

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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, writing sample, and list of references no later than close of business on **September 1, 2017** to:

Vicki Beavers  
Executive Assistant to Chief of Staff Nicholas A. Trutanich  
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The Office of the Attorney General is an equal opportunity employer.