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Attorney General



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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

September 14, 2017

***Position Announcement
Open Competitive***

**Bureau of Litigation
Division of Public Safety NDOC**

POSITION TITLE: Deputy Attorney General

DUTY STATION: Carson City, Nevada

APPROX. SALARY: \$76,003.20 - \$101,495.00 (Employee/Employer)
\$66,669.84 - \$ 89,030.00 (Employer Paid)

POSITION STATUS: This position is exempt (FLSA) and serves at the will of the Attorney General. Employment is contingent upon completion of NCIC/NCJIS criminal background and a fingerprint history check.

POSITION SUMMARY: This position will serve as a Deputy Attorney General in the Attorney General's Bureau of Litigation, Public Safety Division. It involves handling the defense of lawsuits against the State of Nevada, including State officials, agencies, and employees, with the primary responsibility of providing representation in inmate civil rights lawsuits and legal advice to the Nevada Department of Corrections. This attorney position may also include providing legal representation to other agencies, boards, commissions, officials and employees of the State of Nevada. This position requires the carrying of an active, substantial litigation case load plus other duties and responsibilities that may be assigned.

POSITION CHARACTERISTICS: This is primarily a litigation position. A significant amount of the workload will involve representation of the Nevada Department of Corrections and its officials and employees in inmate civil rights litigation instituted in federal and state courts in Nevada. Candidates will be expected to already possess or be capable of developing, a high degree of litigation skill and expertise. Candidates must possess self-motivation and strong organizational skills. The attorney chosen for this position will have

superior legal research, writing, and advocacy skills, fully-developed public speaking ability, and knowledge of both State and federal court procedures. Candidates must have excellent communication, time management, and interpersonal skills. The candidate selected for this position will be working in a team-orientated environment in which attorneys and support staff work in concert to best represent the State of Nevada and its agencies.

EXAMPLES OF DUTIES: This position is responsible for maintaining an active litigation caseload. Typically, duties will involve handling all stages of state and federal court litigation, including responsive pleadings, discovery, motion practice, settlement, and trial.

Overnight travel may be required outside of the Carson City locale.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires knowledge of substantive federal and State law pertaining to prisoners' rights, the rules of civil procedures for the federal and State courts in Nevada, the process for litigating civil rights claims in the federal and State courts in Nevada, and the federal and State rules of evidence. This position also requires knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw, and Word applications relating to the composition and preparation of documents, correspondence and court papers. This position further requires knowledge of the rules of professional responsibility and canons of ethics applicable to the practice of law.

SKILLS REQUIRED: Superior litigation skills are desired. Candidates must possess effective legal writing and oral communication skills. Candidates must be capable of developing effective trial advocacy skills relating to the presentation of legal and evidentiary matters. Candidates must be interested in and capable of developing superior analytical ability regarding complex legal issues relating to Constitutional Law, federal and state statutory claims, and common law claims. Required skills also include planning, assignment and review of work of the case load assigned to this position. Candidates must be capable of working as a team on assigned cases. Candidates must be highly professional, well-organized, self-motivated, punctual and prompt, and possess leadership qualities and characteristics. Candidates will be expected to contribute effectively to the accomplishments of the goals, objectives, and activities of the Office.

Name

Page 3

September 14, 2017

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use of standard office equipment; working knowledge of Westlaw, Microsoft Word and Outlook; typing and independent document production; and, the ability to travel to client offices, facilities, institutions, and the federal and State courts in various parts of the State. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen; and hearing and speech to communicate in person and over the telephone. 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 physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Candidates must be admitted to the Bar of the State of Nevada, and must also be eligible to practice law before all courts (both federal and State), in the State of Nevada, as well as the United States Court of Appeals for the Ninth Circuit.

This announcement lists some of the major duties and requirements of the position, but is not all-inclusive of the duties and requirements of the position. Candidates may be expected to perform additional job-related duties and may be required to have or develop additional job-related knowledge and skills.

Interested candidates should e-mail, fax, or hand-deliver his or her cover letter (cover letter should include how you heard about this position) and resume by **Friday, September 29, 2017 to:**

Barbara Fell

Attorney General's Office

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***THE OFFICE OF THE ATTORNEY GENERAL IS AN EQUAL OPPORTUNITY
EMPLOYER***