

ADAM PAUL LAXALT
Attorney General



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First Assistant Attorney General

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Chief of Staff

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

KETAN D. BHIRUD
General Counsel

100 North Carson Street
Carson City, Nevada 89701

***Position Announcement
Open Competitive***

Bureau of Government Affairs/GNR Division

POSITION TITLE: Deputy Attorney General—Half-Time position

DUTY STATION: Carson City, Nevada

APPROXIMATE SALARY: Employee/Employer Paid =
\$38,457.57 - \$51,347.31
Employer Paid =
\$33,735.03 - \$45,039.73

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 half-time Deputy Attorney General position will represent clients that include the Public Employees Retirement System (PERS); the Nevada Public Employees' Deferred Compensation Committee; the Division of Human Resource Management and the Personnel Commission; the Merit Award Board; and the Division of Internal Audits and the Executive Branch Audit Committee.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent legal research and writing skills, a fully developed public speaking ability, knowledge or willingness to learn about federal and state government programs and laws, knowledge of personnel laws and regulations and administrative procedures. Representation may include administrative hearings, litigation, and appellate work. Additional duties may include opinion writing, drafting and reviewing regulations, and will include providing day-to-day legal counsel to clients in the substantive areas in which the clients operate, and also in the law pertaining to routine government operations such as personnel and government contracts. The deputy must be willing and able to work collaboratively with other deputies. Some overnight travel may be required.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires a willingness to develop knowledge of substantive law and regulations pertaining to federal and state government programs, as well as civil procedure and evidence in state and federal courts at the trial and appellate levels. Knowledge of state personnel laws and procedures, contracting requirements, the Open Meeting Law, powers and duties of the State Attorney General, legislative processes, and government ethics is preferred. Computer usage skill for research, document preparation and timekeeping is required.

SKILLS REQUIRED:

Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems as well as the ability to apply legal principles to resolve problems and issues. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time. 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, including computers. It requires travel to client offices and courts in various parts of Nevada. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. 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.

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

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INTERESTED APPLICANTS should send a letter of interest (which includes how you heard of the position), résumé and a short (less than 16 page) writing sample by email, fax or regular mail to:

Wayne Howle
Chief Deputy Attorney General
100 N. Carson
Carson City, Nevada 89701-4717
whowle@ag.nv.gov
FAX (775) 684-1108

Please submit the foregoing no later than 5:00 p.m. on Friday, January 19, **2018**.

The Attorney General's Office is an equal opportunity employer.