

AARON D. FORD
Attorney General



STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

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

*Unclassified Position Announcement
Open Competitive*

**SENIOR DEPUTY ATTORNEY GENERAL
BUREAU OF CRIMINAL JUSTICE
CRIMINAL PROSECUTION UNIT**

POSITION TITLE: Senior Deputy Attorney General

GROSS SALARY: Depending on experience, the salary range is:
PERS Employee/Employer Paid - \$105,338.35 - \$116,839.00
PERS Employer Paid - \$ 92,391.49 - \$102,490.00

DUTY STATION: One or more positions located in Las Vegas and Reno or Carson City. Occasional travel is required. The travel may be within or outside of the United States.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General. This position is funded through the use of certain settlement proceeds. Employment is contingent upon successful completion of a NCIC/NCJIS and a fingerprint criminal history check.

The deadline to submit applications is **February 8, 2019**. Applications/resumes received for this position after this date will not be accepted or considered.

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Criminal Prosecution Unit, this unclassified position is responsible for prosecuting fraud cases and performing such other duties as assigned. The position requires preparation of written pleadings and briefs, legal research, and conduct of preliminary hearings, grand jury proceedings and jury trials. The position is expected to supervise the prosecution of criminal matters by the unit deputies consistent with the general guidelines and historical practice of the unit.

QUALIFICATIONS

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university and graduation from an accredited law school.

Requirements for employment as a Senior Deputy Attorney General: Candidates should have a minimum of three (3) years as a Deputy Attorney General; or four (4) years as a licensed and practicing attorney with one (1) year as a Deputy Attorney General; or seven (7) or more

years as a licensed and practicing attorney; or a substantially equivalent combination of education and work experience. The applicant's legal background should include current experience in some or all of the following areas to be competitive: reviewing and preparing cases for trial; interviewing witnesses for trial; working with law enforcement officers; conducting preliminary hearings and grand juries and conducting bench and jury trials. The applicant must have a working knowledge of the Nevada criminal statutes, Nevada Rules of Evidence, Local Judicial District Court Rules, Nevada Rules of Appellate Procedure and constitutional law.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well organized, self-motivated, punctual and prompt.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing, with the State Bar of Nevada.

Candidates should have experience, skill, or training in the supervision of others as demonstrated by outside experience or coursework or completion of Department of Personnel Supervisory Courses.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a 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. Reasonable 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 job and is not all-inclusive. The successful applicant will 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 must submit their cover letter (which should include how you heard about the position), detailed resume, writing sample, and a list of 3 professional references by **February 8, 2019** to:

Michael Kovac, Chief Deputy Attorney General
c/o Ronda Holm, Supervising Legal Secretary
Bureau of Criminal Justice, Criminal Prosecution Unit
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