

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
Health and Human Services Division

POSITION TITLE: Deputy Attorney General

DUTY STATION: Las Vegas, Nevada

SALARY: Employee/Employer Paid = \$78,283.30 - \$104,540.00
Employer Paid = \$68,669.94 - \$91,701.00

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 Deputy Attorney General position will represent the Division of Health Care Financing and Policy (Medicaid). This position handles subrogation, liens, probate matters and administrative hearings. This position may represent other agencies within the Department of Health and Human Services as needed.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent legal research and writing skills, a fully developed public speaking ability, knowledge of the state and federal child welfare laws and the ability to work with the client on. The person chosen will work closely with the client to establish procedures and policies. Representation includes litigation, appellate work and frequent court appearances with travel to rural Nevada. The deputy must be willing and able to work collaboratively with other deputies.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires a willingness to develop knowledge of substantive law pertaining to Medicaid law and other Health and Human Services agencies, 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, Open Meeting Law, powers and duties of the State Attorney General, legislative process, and ethics is required. 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 and people 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 north of Clark County. 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.

INTERESTED APPLICANTS should send their letter of interest (which should include how you heard about this position), resume and writing sample by way of e-mail, fax or regular mail to:

Chief Deputy Attorney General Linda Anderson
555 Washington, #3900
Las Vegas, NV 89101
FAX: (702) 486-3871
landerson@ag.nv.gov

Please submit the foregoing no later than close of business on **February 14, 2019**

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