



STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL
BUREAU OF CONSUMER PROTECTION

8945 W. Russell Road, Suite 204
Las Vegas, Nevada 89148

AARON D. FORD
Attorney General

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*Consumer Advocate
Chief Deputy Attorney General*

**LEGAL RESEARCHER
MULTISTATE LITIGATION – SETTLEMENT FUNDED**

POSITION TITLE: Legal Researcher – (Settlement funded through June 2021)

GROSS SALARY: Depending on experience, the salary range is approximately:
\$ 50,066.90 - \$ 61,495.12 on Employee/Employer Paid Compensation
\$ 43,916.07 - \$ 53,953.00 on Employer Paid Compensation

PRIMARY DUTY STATION: Las Vegas. Occasional travel in Nevada and possible travel throughout the United States is required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Consumer Advocate. Employment with the Attorney General's office is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System (NCIC/NCJIS), and a fingerprint criminal history check.

POSITION SUMMARY: This is a settlement funded position through June 2021, reporting to the Bureau of Consumer Protection Chief Multistate Counsel under the direction of the Consumer Advocate. This unclassified position's primary responsibility will be to assist the Multistate Counsel as needed to oversee the management of the funds awarded from the National Mortgage Settlement for the Attorney General's Home Again Program. The Legal Researcher will assist the Chief Multistate Counsel in oversight and monitoring to insure program service compliance by the grantees. The position will coordinate the processing of multiple reports and Program updates as well as compiling and drafting of final grantee reports. Additional duties will consist of assistance in preparing promotional materials, planning and participating in public relations and community outreach events, attending grantee meetings and acting as a liaison for the grantees and the Attorney General's office.

Additionally, the legal researcher will assist with various and diverse multistate matters in conjunction with other states in the coordination, investigation and litigation or settlement of complex consumer protection related cases. In this role, the Legal Researcher will work closely with the Multistate

Counsel as part of a team to provide legal and technical research and related memoranda as needed. The position will require assisting with the processing and review of multiple documents and reports of various topics such as financial, pharmaceutical, or other consumer related subject matters.

QUALIFICATIONS

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and travel to 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 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.

EDUCATION AND EXPERIENCE: (1) An Associate's Degree in Legal Assistant/Paralegal studies and 1+ years of litigation experience, or (2) A paralegal certificate from an ABA-approved program and 1+ years of litigation experience, (3) A law degree; or (4) 5 years or more of equivalent experience.

ADDITIONAL QUALIFICATIONS:

- Able to work independently with multiple tasks and deadlines
- Previous experience with grant management and oversight preferred
- Spanish language proficiency preferred
- Proficiency in basic office applications, including Word, Excel, Outlook, etc.

ADDITIONAL DUTIES:

- Data synthesis and report writing is required
- Occasional attendance at public outreach events is required

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

The position will remain open until filled.

Interested applicants should e-mail, fax, or deliver cover letter (including how you heard about position) and resume to:

Dorianne Potnar, Supervising Legal Secretary
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