



AARON D. FORD  
*Attorney General*

KYLE E.N. GEORGE  
*First Assistant Attorney General*

CHRISTINE JONES BRADY  
*Second Assistant Attorney General*

JESSICA L. ADAIR  
*Chief of Staff*

RACHEL J. ANDERSON  
*General Counsel*

HEIDI PARRY STERN  
*Solicitor General*

STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street  
Carson City, Nevada 89701

***Unclassified Position Announcement***  
**Special Assistant Attorney General/  
Advisory Counsel for Prosecuting Attorneys**

**POSITION TITLE:** Special Assistant Attorney General  
Advisory Counsel for Prosecuting Attorneys

**GROSS SALARY:** \$117,453.00 – Employee/Employer Paid  
(Effective July 1, 2019 additional 3% will be added)  
\$103,029.00 – Employer Paid  
(Effective July 1, 2019 additional 3% will be added)

**DUTY STATION:** Carson City or Las Vegas  
Statewide travel is required.

**POSITION STATUS:** Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General, subject to the approval of the Technological Crime Advisory Board pursuant to NRS 205A.070 and the Advisory Council for Prosecuting Attorneys pursuant to NRS 241A.060; Exempt (FLSA); employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** Reporting to the Chief of Staff, this unclassified position plays an important role advising the Attorney General on public policy and legislative affairs, representing the Attorney General in the community, and serving as a liaison to the law enforcement community. The Special Assistant Attorney General will be a key staff member in the advancement of critical priorities for the AGO, including criminal justice reform, the eradication of domestic violence, human trafficking, sexual assault, and the advancement of civil rights. This requires the Special Assistant to develop and maintain partnerships with diverse stakeholders, both in the AGO and in the community.

This role has a wide and varied portfolio, including serving on state and national boards and task forces, representing the Attorney General, the Technological Crime Advisory Board, and the Advisory Council for

Prosecuting Attorneys as necessary. This position conducts special public information and outreach projects as assigned by the Attorney General or Chief of Staff. The Special Assistant is responsible for planning several events, such as the Annual Prosecutors Conference and the Law Enforcement Summit.

Subject to the approval of the Technological Crime Advisory Board pursuant to NRS 205A.070, this position serves as Executive Director of the Board. Under the direction of the Board, the Executive Director is responsible for executing all administrative duties for the Board and:

1. Facilitating cooperation among state, local and federal officers in the detection, investigation and prosecution of technological crimes;
2. Assisting in the coordination of activities between multiagency task forces on technological crime;
3. The coordination and provision of training and technical assistance to prevent and detect technological crimes;
4. Assisting the Division of Enterprise Information Technology Services to secure government information systems against intrusion; and
5. Recommending changes to Nevada law to respond to technological change and law enforcement requirements.

Subject to the approval of the Advisory Council for Prosecuting Attorneys pursuant to NRS 241A.060, this position serves as Executive Director of the Council. Under the direction of the Council, the Executive Director is responsible for executing all administrative duties for the Council and:

1. Developing and carrying out a program for training and assisting prosecutors in conducting criminal and civil prosecutions in this State;
2. Coordinating the development of policies for conducting criminal and civil prosecutions in this State;
3. Coordinating the development of proposed legislation for submission to the Legislature; and
4. Preparing and administering the budget of the Council.

## **QUALIFICATIONS**

**EDUCATION AND BACKGROUND:** Bachelor's degree from an accredited college or university, Juris Doctor Degree from an accredited law school, and bar admission in Nevada. Significant experience in criminal justice issues is required. Demonstrated ability to work with government agencies, legislators, and law enforcement agencies is preferred.

**SKILLS REQUIRED:** Candidates must possess knowledge of the legal and ethical duties of Nevada prosecutors as defined in NRS 241A.030, including knowledge of criminal and civil law and procedure. Candidates must also be self-motivated and able to work efficiently, setting priorities and working on

multiple projects simultaneously. Candidates must possess a high degree of communications skills with diverse partners. Candidates must be skilled at communicating technical issues and concepts in layman's language.

Required skills also include planning, prioritizing and executing timelines without the need for supervision. Candidates must be highly professional, well-organized, punctual and prompt, and must possess leadership skills. Candidates must have demonstrated ability to formulate policy in collaboration with multiple decision makers, and to prepare senior decision makers for legislative and other public presentations. Candidates must be able to manage their own budget for their work, as well as managing budgets for events sponsored by the AGO and/or relevant boards.

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.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting and to use standard office equipment and to travel in various parts of the State and throughout the country. 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.

**Interested candidates should email a cover letter (include how you heard about position) and resume no later than close of business on Friday, July 26, 2019 to:**

Jessica Adair, Chief of Staff  
Vicki Beavers, Executive Assistant  
Office of the Attorney General  
100 North Carson Street  
Carson City, Nevada 89701  
E-mail: [VBeavers@ag.nv.gov](mailto:VBeavers@ag.nv.gov)  
FAX: (775) 684-1108

*THE ATTORNEY GENERAL'S OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER*