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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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October 22, 2019

***Unclassified Position Announcement
Open Competitive***

PERSONNEL DIVISION
Las Vegas

POSITION TITLES: Deputy Attorney General

SALARY RANGE: \$80,638.56 – \$107,676.00 (Employer/Employee Paid)
\$70,344.72 - \$93,938.00 (Employer Paid)

DUTY STATION AND HOURS: With this position announcement, the Office of the Attorney General is seeking applicants for a vacant Deputy Attorney General position. The position will be filled in Las Vegas. The work hours for this position are generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekend hours may be required depending on particular issues and cases. There may be travel and overnight stay requirements.

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.

DESCRIPTION OF PERSONNEL DIVISION: There are currently nine attorney positions within the Personnel Division. The Personnel Division represents all agencies in the Executive Department of the State in personnel and employment law matters. Each attorney in the Division is assigned specific client agencies. The representation provided by the Personnel Division routinely involves the prosecution of administrative cases in which state employees have appealed disciplinary action, involuntary transfers or whistleblower retaliation. Representation also commonly involves the defense of state agencies and public officials in state or federal lawsuits claiming employment discrimination, harassment, retaliation or other unlawful conduct in violation of Title VII and/or other state and federal laws. In addition to carrying an active litigation case load, the attorneys within the Personnel Division field legal questions from client agencies and provide day-to-day advice regarding all employment matters.

POSITION CHARACTERISTICS:

This position encompasses all aspects of state and federal employment law representation. A significant amount of the workload will involve representation of executive branch agencies in administrative hearings and in litigated matters. Candidates must possess self-motivation and strong organizational skills. The attorney chosen for this position will have superior legal research, writing, and advocacy skills, fully-developed public speaking ability, and knowledge of both state and federal court procedures. Candidates must have excellent communication, time management, and interpersonal skills. The candidate selected for this position will be working in a team-orientated environment in which attorneys and support staff work in concert to best represent the State of Nevada and its executive branch agencies.

EXAMPLES OF DUTIES:

Typical duties include fielding legal questions from client agencies, reviewing proposed personnel actions contemplated by employers/supervisors, and providing day-to-day legal advice on all employment matters.

The Deputy Attorneys General handle administrative cases in which state employees have appealed disciplinary action, involuntary transfers or whistleblower retaliation. The Deputy Attorneys General will also handle litigation in state and federal court in connection with alleged discriminatory employment practices, civil rights violations, retaliation, or other alleged unlawful employment-related conduct.

Duties will also include some appellate work such as responding to writs and briefing cases on appeal from the district courts. Additional duties include opinion writing, as well as drafting and reviewing administrative regulations, policies and procedures.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college or university and graduation from an accredited law school is required. Candidates must be admitted to the Bar of the State of Nevada and be eligible to practice law before all courts, federal and state, in the State of Nevada and the Ninth Circuit Court of Appeals.

KNOWLEDGE REQUIRED: This position requires knowledge of substantive laws and regulations in the state classified and unclassified personnel system (NRS/NAC 281, 284 and 289), FMLA, Title VII and ADA; administrative law (NRS 233B); constitutional law; powers and duties of the State Attorney General; legisla-

tive process; State and federal civil and appellate rules of procedure and rules of evidence; computer applications, particularly as related to the performance of legal research and brief writing; and rules of ethics in the practice of law.

SKILLS REQUIRED: Applicants must possess skills in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. Applicants must be able to contribute effectively to the Personnel Division and the goals, objectives, and activities of the Office. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess strong advocacy skills.

PHYSICAL DEMANDS: These positions require the requisite mobility to work in a typical office setting and to use standard office equipment. These positions require a working knowledge of Westlaw and Word, and typing skills sufficient for independent document production. These positions require travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. These positions also require vision capable of reading extensive printed materials and material on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed.

This Position Announcement lists the major duties and requirements of the positions and is not all-inclusive. The successful applicants may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

Applicants will be accepted until recruitment needs are satisfied. Interested applicants should submit a cover letter (including how you heard about the position) resume and writing sample by mail or email to:

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The Office of the Attorney General is an equal opportunity employer.