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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

Transportation Division
1263 South Stewart Street, Room 315
Carson City, Nevada 89712

Unclassified
Position Announcement – Open Competitive

TRANSPORTATION DIVISION – DMV/DPS Section
To be filled in the Las Vegas Office

POSITION TITLE: Senior Deputy Attorney General

APPROX. SALARY: \$108,492.48 - \$120,344.00 (Employer/Employee Paid)
\$ 94,649.04 - \$104,989.00 (Employee Paid)

DUTY STATION AND HOURS: The position will be filled in the Las Vegas office of the Nevada Attorney General's Office; generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekends hours may be required depending on particular issues and cases; there will some 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.

POSITION SUMMARY: This position provides representation and counsel to Nevada Department of Motor Vehicles (DMV) and Nevada Department of Public Safety (DPS), and is under the direct supervision of the Chief Deputy Attorney General of the Transportation Division – DMV/DPS.

EXAMPLES OF DUTIES: Representation of DMV and DPS including litigation and daily client advice in such areas as civil rights, torts, asset forfeiture, and administrative law. The Department of Public Safety (DPS) is comprised of various law enforcement divisions, including the Nevada Highway Patrol, Nevada Division of Investigation, Parole and Probation, Fire Marshal, and Capitol Police. Typically, duties will involve evaluating cases, determining applicable claims and defenses, preparing responsive pleadings, preparing motions including dispositive motions, preparing responses to motions, engaging in written and oral discovery and handling discovery disputes, attending hearings, interviewing witnesses, taking depositions, and conducting research. This position requires the carrying of an active litigation case load plus other duties and responsibilities that may be assigned.

QUALIFICATIONS

KNOWLEDGE REQUIRED: Applicants must have or develop knowledge of administrative law pertaining to State government affairs including contracting authority, the legislative process, and open meeting laws. Applicants must have or develop knowledge in tort law. Applicants must also have or develop knowledge of State and federal civil procedure and rules of evidence. Applicants must have or develop a working knowledge of NRS Chapter 241 Nevada's Open Meeting Law, parliamentary procedure (Roberts' Rules) and applicable attorney ethical rules. Applicants must have or develop a working knowledge of NRS Chapter 233B Nevada's Administrative Procedures Act.

SKILLS REQUIRED: Applicants must possess skill in effective analysis of complex legal problems and the proper application of legal principles to resolve problems. Applicants must be able to research legal issues using online computerized legal research tools and engines and draft legal documents including contracts and agreements. Applicants must have effective skills in written and verbal communication, presentation of administrative and judicial cases and effective appellate advocacy. Applicants must be able to function when necessary as part of a team, contributing effectively to the accomplishments of team or Office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills or potential. Applicants must also have excellent time management skills and good interpersonal skills.

PHYSICAL DEMANDS: This position requires: mobility to work in a typical office setting; the ability to use standard office equipment and to travel to client offices and locations and courts in various parts of the State; vision to read printed materials and a computer screen; and hearing and clear speech to communicate understandably in person and over the telephone and to hear and respond to questions. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

BAR ADMISSION 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. Litigation experience in one or more of the foregoing substantive areas of law is required.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant 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 candidates should email, fax, or hand-deliver his or her cover letter, writing sample, and resume (including how you heard about the position) no later than close of business on **November 15, 2019** to:

Dennis Gallagher, Chief Deputy Attorney General
Alice Coffman, Supervising Legal Secretary
Office of the Attorney General
1263 South Stewart Street, Room 315
Carson City, NV 89712 E-mail: ACoffman@ag.nv.gov Fax: (775) 888-7309

THE OFFICE OF THE ATTORNEY GENERAL IS AN EQUAL OPPORTUNITY EMPLOYER.