

AARON D. FORD
Attorney General

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First Assistant Attorney General

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Second Assistant Attorney General



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HEIDI PARRY STERN
Solicitor General

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

**Position Announcement
Open Competitive**

DEPUTY ATTORNEY GENERAL

POST-CONVICTION DIVISION

POSITION TITLE: Deputy Attorney General

GROSS SALARY: The salary range is:

\$80,638.56 – \$107,676.00 – Employee/Employer Paid

\$70,344.72 – \$ 93,938.00 – Employer Paid

DUTY STATION: Carson City. Occasional travel, including out-of-state, may be required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment is contingent upon successfully passing a complete background check.

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Post-Conviction Division, this unclassified position is responsible for representing the State of Nevada in post-conviction proceedings in state and federal court, including state and federal habeas cases. Primary duties include drafting legal briefs, legal research, and presenting oral argument in state and federal trial and appellate courts.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four-year college or university and graduation from an accredited law school.

PREFERRED EXPERIENCE: Appointment will depend upon level of experience. The successful applicant's background will include current or recent experience with drafting appellate briefs and presenting appellate oral argument. The applicant should have a working knowledge of state and federal criminal/habeas statutes, rules of evidence, local court rules, and appellate procedure.

SKILLS REQUIRED: Applicants must possess skill in written and verbal communication. Required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and possess leadership skills.

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

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing with the State Bar of Nevada.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will 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 must submit their cover letter (indicating how they heard about the position), resume, writing sample, and a list of three professional references by **March 27, 2020**, to:

Heather Procter
Chief Deputy Attorney General
100 North Carson Street
Carson City, NV 89701 FAX:
(775) 684-1100
hprocter@ag.nv.gov

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.