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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

Unclassified
Position Announcements
Open Competitive

CHIEF OF INVESTIGATIONS

POSITION TITLE: Chief of Investigations

GROSS SALARY: \$98,809.00 (Employee/Employer paid PERS)
\$86,202.00 (Employer paid PERS)

DUTY STATION: Carson City, Reno or Las Vegas, dependent upon the person selected. Occasional travel throughout Nevada is required.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: Reporting to the Second Assistant Attorney General, the Chief of Investigations is responsible for administering an extensive investigation program for the Office of the Attorney General (OAG). The Chief of Investigations is key to the advancement of critical priorities for the OAG, including advising the Attorney General and senior staff on best practices in law enforcement, peace officer community engagement and criminal justice reform. The Chief of Investigations will not only develop and maintain high morale within Investigations, but also foster cooperative relationships with OAG staff and other division chiefs.

Essential responsibilities of the Chief of Investigations are to: Investigate high profile and sensitive issues; Implement best management practices to recruit, train and retain a diverse workforce of high quality peace officers throughout the state; Manage the Investigations budget; Implement statewide programs to detect and prevent fraud and other violations of State law within the OAG's jurisdiction; Administer various systems crucial to statewide multi-agency law enforcement programs such as the Criminal

Justice Information System (CJIS); Manage and supervise all evidence custodians and matters related to evidence control; Coordinate with first responders in the event of a community emergency; Establish and maintain joint agency Memorandum of Understanding (MOU) with local, state and federal law enforcement agencies; Coordinate with other public safety agencies, government officials, judicial system staff, the general public, victims and witnesses for the benefit and safety of all Nevadans.

QUALIFICATIONS

EDUCATION AND BACKGROUND: Bachelor's degree from an accredited college or university, with major course work in criminal justice, police science, or closely related field and/or five years of criminal investigation experience involving standard and complex investigative techniques, preparation of detailed investigative reports, in addition to having experience executing search warrants and making arrests. At least three years of the investigative experience must have included supervision of other criminal investigators.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills. Candidates must demonstrate their ability to formulate policy in collaboration with multiple decision makers, and to brief senior decision makers on law enforcement activities and policies in Nevada. Candidates must be able to participate in and/or administer the biennial budget to ensure adequate funding and budget compliance. Applicants must be able to evaluate the effects of approved funding and programs against submitted requests, goals, objectives and long range plans and to advise the AG and senior leadership of problem areas and alternative solutions.

The successful candidate must also have the demonstrated ability to: Oversee and maintain recordkeeping and reporting systems; develop and ensure compliance with policies and procedures; Implement agency program goals and objectives; Review requests for information and authorize the release and dissemination of material in accordance with legal requirements and division policy.

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

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

Applicants must meet current Peace Officer Standards & Training requirements as established in the Nevada Revised Statutes and Nevada Administrative Code at the category II level within one year from the date of hire.

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.

Interested applicants must submit a cover letter, detailed resume, and a list of 3 professional references by **March 16, 2020**, to:

Christine Jones Brady
Second Assistant Attorney General
c/o Melissa Mendoza
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Reno, NV 89511
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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.