STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

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Chief of Staff

Unclassified Position Announcement
Open Competitive

DEPUTY ATTORNEY GENERAL
BUREAU OF CRIMINAL JUSTICE
SPECIAL PROSECUTION DIVISION

POSITION TITLE: Deputy Attorney General – Bureau of Criminal Justice, Special Prosecution Division.

GROSS SALARY: Depending on experience, the salary range is:

$71,639.28 - $95,650.00 Employee/Employer Paid
$63,468.10 - $84,740.00 Employer Paid

DUTY STATION: Carson City General Offices. Occasional travel is required. The travel may be within or without the United States.

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

The deadline to submit applications is **February 9, 2015**. Applications/resumes received for this position after this date will not be accepted or considered.

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Special Prosecutions Division, this unclassified position is responsible for prosecuting a broad range of criminal cases, (Prison Crime, Public Integrity, Elder Abuse and Exploitation, Sex Trafficking, Identity Theft and District Attorney Assistance), and is responsible for defending federal and state habeas cases, and performing such other duties as are assigned. This position will have no direct supervisory responsibilities.

QUALIFICATIONS

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

A minimum of one (1) year experience in criminal law with prosecution experience at the County, State or Federal level and or experience defending federal habeas actions is preferred. Alternatively, if graduation from law school occurred within the last year, relevant externship/internship experience in criminal law will be considered. The applicant's legal background should include current experience in some or all of the following areas to be competitive: reviewing and preparing cases for trial, interviewing witnesses for trial, working with law enforcement officers, conducting preliminary hearings and grand juries and conducting bench and jury trials. The applicant must have a working knowledge of the Nevada criminal statutes, Nevada Rules of Evidence, Local Judicial District Court Rules, Nevada Rules of Appellate Procedure and Constitutional law.

SKILLS REQUIRED: Applicants must possess skill in effective 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.

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.

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.

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, detailed resume, writing sample and a list of 3 professional references by **FEBRUARY 9, 2015** to:

Office of the Attorney General
Gloria Navarro, Chief Personnel Manager
100 N. Carson Street
Carson City, NV 89701-4717
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E-Mail: gnavarro@ag.nv.gov

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