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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

November 15, 2019

Position Announcement
Open Competitive
Administration Division/Attorney General's Office

POSITION TITLE: Deputy Communications Director

DUTY STATION: Carson City, Nevada
Las Vegas, Nevada

GROSS SALARY: \$51,573.60 - \$63,340.00 (Employee/Employer Paid)
\$44,996.40 - \$55,258.00 (Employer Paid)

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment is contingent upon completion of NCIC/NCJIS and a fingerprint criminal history check.

DUTY STATION AND HOURS: The position may be filled in Carson City or Las Vegas depending on the quality of the applicants. The hours will generally be Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekend hours may be required. There may also be travel and overnight stay required for media announcements and events conferences, and working groups outside of the duty station.

POSITION SUMMARY: Under the direction of the Communications Director, the Deputy Communications Director may be asked to draft press releases; assist with responses to media inquiries; develop talking points for speeches, media events and interviews; review and draft memos and letters, assist with the creation and set up of press conferences; monitor and assemble national and statewide news on a daily basis for issues related to the work of the office; write/manage content for office's social media sites; assist in the production of PSAs, commercials and videos; and work on website updates and changes. Additional duties may include assisting other staff, including the Attorney General, First Assistant Attorney General and Chief of Staff on a variety of media relations issues and special projects as needed. This position may also require mentoring and supervising communications interns.

In addition to these duties, the Deputy Communications Director will also oversee the work of the Director of Constituent Services, and all work related

to the office's Constituent Services Unit. This position will involve working closely with related staff, office managers and the Investigations Division.

These duties may include assisting the Director of Constituent Services with training protocols and management; attending and providing input at regular team meetings; creating constituent letters; responding to constituent complaints, inquiries and requests; and other duties that help enable and maintain the function of this unit.

POSITION CHARACTERISTICS: The candidate selected will have a high degree of proficiency in writing and public speaking ability, as well as the ability to communicate effectively with the media and public. The selected candidate will demonstrate the capacity to establish successful interpersonal relationships, plus excellent organization and time management skills.

POSITION REQUIREMENTS: Knowledge of journalism or communications through a degree or relevant experience; strong writing and oral communication skills; research skills; experience with news media, graphics, photography, and video editing preferred, but not required; ability to work on a deadline and manage multiple projects in a fast-paced environment; exceptional attention to detail; skilled in or able to quickly learn Word, Excel, PowerPoint, and online collaboration tools; willingness to travel. Nevada ties are a plus. Fluency in Spanish language preferred, but not required.

MINIMUM EDUCATION AND BACKGROUND: Applicants should hold degrees in journalism, communications, English or a related field. Those with at least two years of experience in communications or journalism, and experience managing staff are preferred.

PHYSICAL DEMANDS: This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. This position requires travel to various offices and facilities in various parts of Nevada. This position also requires 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. 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 position, but 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.

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Applicants should e-mail a cover letter (which should include how you heard about the position), resume, two writing samples, and a list of references no later than close of business on **DECEMBER 13, 2019** to:

Office of the Attorney General
Monica C. Moarez, Communications Director
555 E. Washington Avenue, Suite 3900
Las Vegas, Nevada 89101-1068
E-mail: MMoarez@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.