STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

Position Announcement – Open Competitive

Bureau of Government Affairs
Division of Transportation – DMV

POSITION TITLE: Deputy Attorney General

DUTY STATION: Carson City, Nevada;
Office located at 555 Wright Way, Carson City, Nevada

APPROX. SALARY UP TO: $96,607.00 (Employee/Employer) Depending on Experience
$84,743.00 (Employer Paid) Depending on Experience

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.

POSITION SUMMARY: The deputy assigned to this position provides legal representation to the Department of Motor Vehicle and the Department of Public Safety including litigation and daily client advice in such areas as civil rights, torts, employment law, asset forfeiture, and administrative law. The Department of Public Safety is comprised of various law enforcement divisions, including the Nevada Highway Patrol, Nevada Division of Investigation, Parole and Probation, Fire Marshal, and Capitol Police. A senior deputy and a chief deputy in Carson City supervise the position. The position is located at the Department of Motor Vehicles' building, 555 Wright Way, Carson City, Nevada 89711.

POSITION CHARACTERISTICS: The person selected will have good legal research and writing skills, a well-developed public speaking ability, and knowledge of State and federal court procedures. They will also have excellent time management skills and good interpersonal skills.

EXAMPLES OF DUTIES: Duties may include defending state and federal lawsuits against State clients and perfecting and defending appeals in State and federal appellate courts. Additional duties include opinion writing, drafting and reviewing regulations, and providing day-to-day legal counsel to clients in the substantive areas in which the clients regulate, and also in the law pertaining to routine government operations, such as personnel, pay issues, and government contracts.
Some overnight travel is required.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The deputy must have or develop knowledge of administrative law and practice and laws pertaining to State government affairs, including contracting authority, legislative process, State and federal civil procedure and rules of evidence, computer applications, particularly as related to the performance of legal research, and rules of ethics in the practice of law. As counsel for a State board, the incumbent must have or develop a working knowledge of Nevada's Open Meeting Law, NRS Chapter 241, Nevada Administrative Procedure Law, NRS Chapter 233B, and parliamentary procedure (Roberts' Rules).

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems; and proper application of legal principles to resolve problems. They must be able to research legal issues and draft legal documents. They 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. A knowledge of computer word processing applications, particularly as related to performance of legal research and writing is required. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use of standard office equipment; working knowledge of Westlaw and Word; typing and independent document production; and ability to travel to client offices, facilities, institutions, and the federal and State courts, in various parts of the State. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen; and hearing and speech to communicate in person and over the telephone. 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 physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Candidates must be admitted to the Bar of the State of Nevada, and must also be eligible to practice law before all courts (both federal and State), in the State of Nevada, as well as the United States Court of Appeals for the Ninth Circuit.

This announcement lists some of the major duties and requirements of the positions, but is not all-inclusive of the duties and requirements of the positions. The incumbents 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 e-mail, fax, or hand-deliver his or her cover letter and resume no later than close of business on **Friday, July 24, 2015** to:

Dennis Gallagher, Chief Deputy Attorney General
c/o Alice Coffman, Supervising Legal Secretary
Office of the Attorney General
1263 S. Stewart Street, Room 315
Carson City, Nevada
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E-mail: acofffman@ag.nv.gov

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