



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***

**GENERAL COUNSEL
TO THE
ATTORNEY GENERAL**

POSITION TITLE: General Counsel

DUTY STATION: Carson City, Las Vegas or Reno, NV

APPROXIMATE SALARY: \$132,600.00 (Employee/Employer)
\$117,476.00 (Employer Paid)

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

POSITION SUMMARY: The General Counsel to the Attorney General works as a member of a close-knit team with the Chief of Staff, the Assistant Attorney General and the Solicitor General. The General Counsel advises the Attorney General about public policy and legislative affairs and is responsible for overseeing and pursuing the Attorney General's policy-making agenda in the legislative forum, including developing and securing legislative approval of the department's operating budget. The General Counsel also has responsibility for management oversight of certain office functions as further set forth below.

EXAMPLE OF DUTIES: General Counsel acts on behalf of the Attorney General in all matters related to the constitutional, statutory, and ethical obligations of the Attorney General's Office as directed by the Attorney General. The General Counsel supervises, coordinates, and drafts the Attorney General Office's administrative rules, procedures, and policies, as well as coordinates and reviews the negotiation and drafting of contracts and agreements on behalf of the Attorney General's Office, including, but not limited to, the approval process for (often time costly) outside counsel contracts. By increasing oversight of outside counsel budget, the General Counsel will help the office

achieve significant cost savings. Furthermore, the General Counsel will establish and maintain the official conflict of interest policy for the Attorney General and will review and analyze all potential conflicts of interest pursuant to that policy. Moreover, the General Counsel oversees a program of professional development to ensure that attorneys and staff employed by the Attorney General's Office perform their duties in accordance with the highest professional and ethical standards. This position will provide in-house support to deputy attorneys general to assist the development and maintenance of skills and knowledge that will increase the quality of legal advice provided to State agencies. The General Counsel reviews allegations of attorney misconduct involving violation of any standard imposed by law, applicable rules of professional conduct, or Attorney General's Office policy. When warranted, investigates such allegations, and reports findings and conclusions to the Attorney General's executive management team. Further, the General Counsel serves as the Attorney General's contact with the State Bar of Nevada and the State of Nevada Ethics Commission.

Supervisory duties include management oversight over creating and implementing a uniform hiring process, maintaining legal and ethical training requirements for the OAG, oversight of the all public records requests and open meeting law matters, oversight of all official Attorney General opinions, and oversight of the Attorney General's policy-making and legislative affairs. The General Counsel is expected to possess significant management and leadership skills and characteristics, superior legal research, writing, litigation and legal advocacy skills, fully-developed public speaking ability, and knowledge of State and federal court procedures and practices. The General Counsel must have excellent communication, time management, and interpersonal relationship skills. These positions are also responsible for training and mentoring of less experienced attorneys.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with other deputies as both a team leader and a team member. The individual will have analytical, legal research and writing skills, fully developed public speaking ability, knowledge of federal and state laws, regulations and administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers. Representation includes litigation, appellate work, a wide array of transactional work, personnel advice and litigation.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires significant experience in government legal practice, intergovernmental relations and legislative advocacy, plus management and leadership skills and characteristics. The General Counsel position also requires knowledge of substantive law pertaining to State government, as well as familiarity with the law relative to the powers and duties of the Attorney General. Specific knowledge is required regarding State and federal rules of civil and criminal procedure and evidence, and computer applications related to Word and Westlaw, legal research and writing, and rules of ethics and professional responsibility for the practice of law.

SKILLS REQUIRED: Management and leadership skills and characteristics are critical. Litigation experience and skill in administrative and judicial proceedings is required. Additionally, some experience with the State's legislative branch and legislative affairs would be necessary. Knowledge of effective legal and legislative advocacy and ability to analyze complex legal problems and apply proper legal principles to resolve them are also required. Required management skills include planning and assignment of work, performance reviews and evaluations, compiling and summarizing management information, preparing monthly management reports, and effective contribution to the accomplishments of goals, objectives, and activities of the Office. The General Counsel must be highly professional, well-organized, self-motivated, punctual, prompt, and possess leadership skills. The General Counsel must possess a high degree of communications skills and a demonstrated ability to formulate policy in collaboration with multiple decision makers.

PHYSICAL DEMANDS: This position is required to have mobility to work in a typical office setting and proficiency with the use of standard office equipment. This position may be required to travel to legislative offices and/or state facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. The General Counsel 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, and be able to speak in a clear and understandable manner, and to hear and respond to questions posed.

EDUCATION AND EXPERIENCE: This position requires that the employee be admitted to the Nevada State Bar and/or specially certified under Supreme Court Rule 49.8, as well as be eligible to practice law before all courts, federal and state, in the state of Nevada, and the federal circuit court of appeals for the Ninth Circuit. Except for extraordinary need as determined by the Attorney General, candidates should have a minimum of three years as a Nevada Deputy Attorney General; or four or more years as a licensed and practicing attorney with one year as a Nevada Deputy Attorney General; or six or more years as a licensed and practicing attorney.

This description lists the major duties and requirements of all positions under this classification and is not all-inclusive. Employees 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 resume no later than close of business on **JULY 1, 2015** to:

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