STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

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ADAM PAUL LAXALT
Attorney General

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Chief of Staff

Unclassified Position Announcement
Open Competitive

DEPUTY ATTORNEY GENERAL
BUREAU OF CRIMINAL JUSTICE
FRAUD UNIT

POSITION TITLE: Deputy Attorney General – Bureau of Criminal Justice, Fraud Unit.

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

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

DUTY STATION: Las Vegas. 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. This position is grant funded through June 30, 2015. The Attorney General has requested that the position continue to be funded through budget years 2016 and 2017. The legislature has not yet acted upon that request. Employment is contingent upon successful completion of a NCIC/NCJIS and a fingerprint criminal history check.

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Fraud Unit, this unclassified position is responsible for prosecuting fraud cases, and performing such other duties as assigned. The position requires preparation of written pleadings and briefs, legal research, and conduct of preliminary hearings, grand jury proceedings and jury trials. The position will have no direct supervisory responsibilities.

QUALIFICATIONS: Graduation from an accredited four-year college or university and graduation from an accredited law school. 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.

A minimum of two (2) years of experience in criminal law with prosecution experience at the County, State or Federal level is preferred although equivalent experience will be considered. 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 or recent 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 as well as conducting bench and jury trials. The applicant must have working knowledge of the Nevada criminal statutes, Nevada Rules of Professional Conduct, Nevada rules of evidence, local court rules and 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 need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment and 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 three professional references by **February 17, 2015** to:

Jeffrey H. Segal,
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