



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

***Unclassified
Position Announcement***

OMBUDSMAN, DOMESTIC VIOLENCE

GROSS SALARY: Salary starts at the following, commensurate with experience:
Employee/Employer Paid = \$59,634.00
Employer Paid = \$52,832.00

PRIMARY DUTY STATION: Carson City, Reno, or Las Vegas Nevada

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 position serves as the Ombudsman for Domestic Violence within the Office of the Attorney General. Statutes and Regulations administered by this position include NRS 228.440, NRS 228.497 and NRS 228.205.

The person appointed; must be knowledgeable about the legal and social aspects of domestic violence; is in the unclassified service of the State and is not required to be an attorney.

The Attorney General may remove the Ombudsman from office for inefficiency, neglect of duty or malfeasance in office.

GENERAL DUTIES: Oversight of quarterly Council meetings and eight subcommittee meetings. Review all minutes and agendas, perform all duties as outlined by the Council members and assist the Chair (Attorney General) with all projects.

Committee on Domestic Violence; coordinate all duties with the Administrative Coordination and DAG of 9 person Committee, and participate in quarterly meetings. Perform duties as requested by the Committee members.

Manage, track and administer all programs related to Domestic Violence per NRS 228.460.

Provide quarterly reports relating to victims of domestic violence, provide necessary assistance to victims of domestic violence, and provide education to public concerning domestic violence including prevention of domestic violence. Track and collect court assessment fees collected on domestic battery convictions.

Develop educational presentations for public, private, and governmental organizations, material to be delivered to various agencies and delivered throughout the State of Nevada as well as a national level. Provide training; develop supplemental handouts, registration forms, and fliers used in the course of presentations and various trainings hosted by the Attorney General's Office.

Public Inquiries; handle inquiries from the general public regarding domestic violence ombudsman statistics, projects and presentations.

Federal Grant Administration; perform administrative services as needed to comply with grant project requirements and budgeting.

Other Duties as Assigned; perform administrative services as needed to comply with grant project requirements and budgeting. Perform miscellaneous projects as assigned.

POSITION CHARACTERISTICS: The person chosen for this position must also be able to work efficiently, setting priorities and working on multiple projects simultaneously. Ensure that the work product generated by this office is accurate and of professional grade. The person chosen for the position will have excellent writing skills, fully developed public speaking ability. He/she will also have excellent communication and time management skills, and good interpersonal skills.

QUALIFICATIONS

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; Applicants must be highly professional, well organized, self-motivated, and punctual. Ability to regularly perform lengthy rural driving trips is required.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting using standard office equipment. 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. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Bachelor's degree in public administration, social work, criminal justice or a related field, and two years of experience involving the administration, assessment, coordination and revision of programs or organizations relating to domestic violence and victims of crime, OR graduation from high school or equivalent education and six years of experience involving the administration, assessment, coordination and revision of programs or organizations relating to domestic

violence and victims of crime; OR an appropriate combination of other education and experience.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent 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 applicants should submit their resume, cover letter, writing sample via e-mail, fax or hand delivery no later than close of business **APRIL 20, 2015** to:

Nicholas A. Trutanich, Chief of Staff
C/o Vicki Beavers, Executive Assistant
Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701-4717
FAX: (775) 684-1108
vbeavers@ag.nv.gov

The Attorney General's Office is an equal opportunity employer.