STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

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Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

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Chief of Staff

Position Announcement
Open Competitive

Bureau of Litigation
Division of Public Safety

POSITION TITLE: Senior Deputy Attorney General

DUTY STATION: Carson City or Las Vegas, NV

APPROXIMATE SALARY UP TO: $107,973.00 (Employee/Employer) Depending on Experience
UP TO: $ 94,713.00 (Employer Paid) Depending on Experience

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: This position serves as Senior Deputy in the Bureau of Litigation, Public Safety Division of the Attorney General's office. This position falls under the direct supervision of the Chief of the Public Safety Division, and includes supervision over attorneys and staff, as well as providing legal services and representation to the Nevada Department of Corrections and other agencies within the Public Safety Division.

With respect to the Nevada Department of Corrections, primary responsibilities include providing legal services, day-to-day advice, and representation, and will require the carrying of an active litigation case load. The litigation involved will include civil rights litigation and may include different state governmental agencies, departments, boards, commissions, and state officials and employees. This position also involves providing a variety of legal services in addition to representation related to litigation, and may involve supervisory duties and responsibilities that may be administrative in nature.

POSITION CHARACTERISTICS: This position involves a combination of regulatory and litigation-related tasks. The person chosen for this position will have excellent litigation skills and experience, and excellent leadership, management and organization skills. This position requires an ability to interpret and analyze a variety of statutes and regulations, and apply those statutes in both regulatory and litigation environments. Litigation tasks will require providing defense representation to various state agencies, departments, boards, commissions, officials and employees in civil actions commenced in the federal and state courts of Nevada, and working with or providing supervision of Deputies providing such defense representation. The scope of legal issues may vary widely depending upon the source of the litigation, but is anticipated to primarily involve civil rights litigation, and litigation involving various federal statutes establishing remedies for unlawful employment actions. Candidates are expected to perform with a high degree of skill, responsibility, and self-motivation and possess superior legal research, writing and advocacy skills, fully-developed public speaking ability, and knowledge of State and federal court procedures. Candidates must have excellent communication, time management, and interpersonal skills. As a member of the Public Safety Division's leadership team, this position will also include review of the work of deputies and mentoring of less experienced deputies.

EXAMPLES OF DUTIES: In addition to regulatory duties, this position will be responsible for maintaining an active caseload and/or client assignment. Duties may include filing of pleadings, motions, legal research, engaging in and responding to written discovery requests, taking depositions, court appearances at hearings, preparation of trial materials including jury instructions, exhibits, and preparation of trial witnesses, and trying cases in jury and non-jury trials in federal and state courts throughout the state of Nevada. Duties may also include some appellate work such as responding to writs and briefing cases on appeal from the trial courts. Further, duties may include providing advice to state clients regarding legal questions related to litigation, and legal issues relating to the specific area of law in which the client functions. Candidates may be required to serve as leaders with supervisory authority over deputies in connection with any of the above examples of the duties of this position. Typical supervisory duties will include discussing, planning and developing legal theories on cases, reviewing work product, providing advice and assistance on litigation strategy decisions, advising and assisting in trials and trial preparation, and mentoring and training Division deputies.

Overnight travel is required in connection with conferences, working groups, discovery, hearings, trial preparation, and trials outside the Carson City/Las Vegas area and, at times, for extended periods outside of Nevada.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college or university and graduation from an accredited law school. Candidates should have a minimum of 3 years as a Deputy Attorney General; or 4 or more years as a licensed and practicing attorney with 1 year as a Deputy Attorney General; or 7 or more years as a licensed and practicing attorney. Two (2) years of litigation experience preferred with current experience in reviewing and preparing cases for trial and conducting bench and/or jury trials. The applicant must have a working knowledge of Nevada statutes, Nevada rules of evidence, local court rules and Nevada appellate

procedure. Candidates must be admitted to the Bar of the State of Nevada and be eligible to practice law before all courts, federal and state, in the State of Nevada and the Ninth Circuit Court of Appeals.

KNOWLEDGE REQUIRED: This position requires superior organization and litigation skills, knowledge of the rules of civil and criminal procedure and evidence for the federal and state courts in Nevada, and the ability to analyze complex legal contract issues. This position also requires knowledge and experience sufficient to be able to acquire a working knowledge of federal and state statutes and common law relating to claims that may be asserted in litigation against putative clients in state government and how to defend against claims asserted. This position also requires knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw and Word applications. This position further requires knowledge of the rules and cannons of ethics applicable to the practice of law.

SKILLS REQUIRED: Superior litigation skills are important. Supervisory skills are also important. Candidates must possess skill in effective legal writing and oral communication, effective trial and appellate advocacy and presentation of legal and evidentiary matters, superior analytical ability regarding complex legal issues relating to constitutional law, federal and state statutory law, and federal and state common law, and skill in the analysis of these laws in establishing strategies in litigating disputes arising under them. Required skills also include planning, assignment and review of work of the case load assigned to this position and to deputies with whom the incumbent will be working as a team on assigned cases. Incumbents will be expected to contribute effectively to the accomplishments of goals, objectives, and activities of the Office. Candidates must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership abilities and skills.

PHYSICAL DEMANDS: This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. This position requires a working knowledge of Westlaw and Word, and typing skills sufficient for independent document production. This position requires travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. 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.

This announcement lists some of the major duties and requirements of the position, but is not all-inclusive of the duties and requirements of the positions. The candidate is 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 20, 2015** to:

Wesley K. Duncan, Assistant Attorney General
c/o Gina Long, Legal Office Manager
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