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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

555 E. Washington Ave., Suite 3900
Las Vegas, Nevada 89101

***Unclassified
Position Announcements
Open Competitive***

**TAXATION DIVISION
Las Vegas**

POSITION TITLES: Senior Deputy Attorney General

SALARY: Employer/Employee Paid PERS \$109,578.24 - \$121,547.00
Employer Paid PERS \$95,379.84 - \$105,808.00

DUTY STATION AND HOURS:

With this position announcement, the Office of the Attorney General is seeking applicants for a Senior Deputy Attorney General. The position will likely be located in the Las Vegas office of the Cannabis Compliance Board. The anticipated work schedule is generally Monday through Friday, 8:00 a.m. to 5:00 p.m. – though early morning, evening and weekend hours may be required depending on particular issues and cases. In addition, there can be travel and overnight stay requirements.

POSITION STATUS:

The position is exempt (FLSA) and 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.

SUMMARY OF THE POSITION:

This position will primarily represent the Cannabis Compliance Board. The representation routinely involves the prosecution of regulatory violations via administrative cases and the resulting petitions for judicial review. Representation can also involve defending the state agency in litigation matters. In addition to carrying an active case load, the attorneys for the Cannabis Compliance Board field legal questions from public officials and agencies, assist with drafting regulations and advisory opinions, assist with review and approval of purchasing contracts, give guidance on open meeting law issues and provide day-to-day advice and representation.

QUALIFICATIONS

MINIMUM EDUCATION AND LICENSING REQUIREMENTS:

Graduation from an accredited four-year college or university and graduation from an accredited law school is required. Candidates must be admitted to the State Bar 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.

Additionally, candidates should have a minimum of 5 years of experience working as an attorney in a legal practice with an emphasis on administrative law and litigation. Applicants must also have a working knowledge of Nevada statutes, Nevada rules of evidence, local court rules and Nevada appellate procedure.

KNOWLEDGE AND SKILLS REQUIRED:

Applicants must have or develop knowledge of administrative law and practice. It is of particular importance for applicants to have or develop a working knowledge of Title 56 of the Nevada Revised Statutes (NRS) and the Nevada Cannabis Compliance Board Regulations (NCCR). The position 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. The position further requires knowledge of the rules and canons of ethics applicable to the practice of law. Candidates must be highly professional, well-organized, self-motivated, punctual and prompt.

Additionally, candidates should be able to demonstrate leadership and supervisory skills. Candidates must possess good analytical skills, legal writing and oral communication skills, negotiation skills, and trial and appellate advocacy skills.

PHYSICAL DEMANDS:

The position requires the requisite mobility to work in a typical office setting and to use standard office equipment. The position requires a working knowledge of Westlaw and Word and typing skills sufficient for independent document production. The position requires some travel to client offices, facilities, and the federal and state courts in various parts of Nevada and the nation. The 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 Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant(s) may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

THIS POSITION WILL REMAIN OPEN UNTIL POSITION IS FILLED

Interested applicants should submit a resume and writing sample, as soon as possible, to:

Debra Turman, Legal Secretary
E-mail: DTurman@ag.nv.gov

Or deliver to:

Office of the Attorney General
Attn: Debra Turman, Legal Secretary
555 E. Washington Ave., #3900
Las Vegas, Nevada 89101

The Office of the Attorney General is an equal opportunity employer.