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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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

***Unclassified Position Announcement
Open Competitive***

OFFICE OF THE SOLICITOR GENERAL

POSITION TITLE: Chief of Complex Litigation

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

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General. Employment is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System and a fingerprint criminal history check.

SALARY: Employer/Employee Paid PERS \$145,342.00
Employer Paid PERS \$126,413.00

DUTY STATION AND HOURS:

The Office of the Attorney General is seeking applicants for the position of Chief of Complex Litigation. 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 will be required as demanded by the case load. In addition, there may be travel and overnight stay requirements.

POSITION SUMMARY: The Chief of Complex Litigation oversees some of the State's most high profile and sensitive litigation matters. The Chief is part of the Office of the Solicitor General and reports to the Solicitor General as well as directly to the Attorney General and executive team, as needed. The complex litigation division consists of the Chief and two or three Deputy Attorneys General, with the Chief acting as the direct supervisor of the attorneys in the division.

The Chief of Complex Litigation also acts as a liaison with other chiefs and divisions in the office, as litigation generally begins in these divisions and is

escalated to the Complex Litigation division. The Chief should be prepared to handle litigation matters personally; with the assistance of the Complex Litigation attorneys; with other attorneys in the office; with the in-house attorneys of clients, and with outside counsel.

This position is a high-level position in the office involving significant responsibilities and significant opportunities to develop robust litigation and trial skills. The Chief should be well-versed in all aspects of trial practice, including case valuation, motion practice, pre-trial discovery, evidentiary hearings, trials, and post-trial motions and hearings. The work of the division is intellectually challenging, fast-paced, and central to the Attorney General's priorities for the office.

The Division seeks highly motivated, intelligent, and reliable attorneys for this important position.

The AGO's motto is "Our Job is Justice." Pursuing justice permeates the Chief's work, and the successful candidate will be expected to carry out their job duties with special attention to: (1) constitutional rights; (2) criminal justice and reform; (3) consumer protection; (4) client service; and (5) community engagement.

SKILLS REQUIRED: The person chosen for this position must possess good judgment and significant skills in legal research, writing, verbal communication, analyzing complex legal issues and maintaining positive relationships with stakeholders internal and external to the AGO. Required skills also include planning, prioritizing and executing timelines without the need for supervision.

Knowledge of the powers and duties of the State Attorney General, legislative process, and ethics is required. Applicants must be comfortable with computer applications/platforms used for litigation, such as Microsoft Word, Westlaw, Zoom, Bluejeans and case management systems. Applicants should have strong interpersonal skills and be able to effectively handle a wide range of diverse personalities and styles.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND:

Graduation from an accredited four-year college or university and graduation from an accredited law school. Litigation experience commensurate with the position applied for. 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.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting and use standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

POSITION WILL REMAIN OPEN UNTIL FILLED.

INTERESTED APPLICANTS should submit their applications as soon as possible. Applicants should send their letter of interest (to include how you heard about this position, if by website, please identify website), resume and writing sample by way of e-mail, fax or regular mail to:

Office of the Attorney General
Attn: Renee Carreau, Executive Assistant
555 E. Washington Ave., #3900
Las Vegas, Nevada 89101
rcarreau@ag.nv.gov
(702) 486-3768 (Fax)

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.