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STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

COMPLIANCE INVESTIGATOR
TOBACCO ENFORCEMENT UNIT

The Tobacco Enforcement Unit in the Nevada Office of the Attorney General (OAG) is seeking a detail-oriented and analytical professional to support enforcement of the 1998 Tobacco Master Settlement Agreement. The Compliance Investigator reviews and reconciles tobacco industry reporting, maintains regulatory records and tracking systems, and provides essential legal and administrative support to unit attorneys.
Justice is our job.

Duty Station: Las Vegas, Nevada. Overnight and out-of-state travel is required.

Gross Salary: $93,220.00 (Employee/Employer PERS); $78,749.46 (Employer-Paid Regular Member PERS); or $72,059.99 (Employer-Paid Police/Fire Member PERS), if applicable. PERS membership classification is determined pursuant to NRS Chapter 286.

Benefits: Employees of the Nevada Office of the Attorney General are eligible to participate in the State of Nevada's Group Health Insurance program administered by the Public Employees' Benefits Program (PEBP) and the Nevada Public Employees' Retirement System (PERS), among other benefits including 12 paid holidays a year and paid annual, sick, and family leave. Current Employee/Employer PERS contribution rates are 19.25% each for Regular Members and 30% each for Police/Fire Members.

Position Status: Full-time, FLSA non-exempt, unclassified position serving at the pleasure of the Attorney General. Employment is contingent upon successful completion of an FBI fingerprint-based criminal history background check.

Position Summary: The Compliance Investigator supports the Tobacco Enforcement Unit's day-to-day enforcement of the 1998 Tobacco Master Settlement Agreement and provides legal and administrative support to two unit attorneys. Primary responsibilities include reviewing, documenting, and tracking monthly cigarette and other tobacco product (OTP) reports and quarterly escrow deposits for ten qualified escrow accounts; compiling and reconciling reported data; and maintaining accurate electronic records and tracking systems. The successful applicant will draft correspondence, organize records for attorney review and production, monitor deadlines, and manage assigned work with increasing independence following appropriate training and supervision.

Minimum Education and Experience: Graduation from high school or equivalent and two years of progressively responsible experience in regulatory compliance, records management, financial reconciliation, program administration, or legal support; or an equivalent combination of education, training, certification, and experience sufficient to perform the duties of the position. A valid driver's license is required at the time of appointment.

Position-Specific Qualifications: Applicants must demonstrate strong organizational, analytical, and problem-solving skills; attention to detail; proficiency with Microsoft Excel; and the ability to review and reconcile numerical data, maintain accurate records, monitor deadlines, and communicate effectively. Experience in regulatory enforcement, auditing, financial reporting, or legal support is highly desirable. Familiarity with tobacco regulations or the Tobacco Master Settlement Agreement is preferred but not required.

Essential Functions and Skills Required: The Compliance Investigator must exercise sound judgment and initiative; accurately review and reconcile tobacco industry reporting; maintain reliable regulatory records and tracking systems; identify discrepancies and matters requiring attorney review; and effectively manage competing priorities and deadlines. The position requires strong analytical, organizational, problem-solving, and time-management skills; sustained attention to detail; adaptability; and the ability to maintain confidentiality and privacy standards. The successful applicant must communicate clearly and professionally with attorneys, colleagues, and industry representatives and independently plan, prioritize, and manage assigned responsibilities following appropriate training and supervision.

Physical Demands and Work Environment: Work is primarily performed in a professional office environment and requires frequent use of computers and standard office equipment. Responsibilities involve computer-based and document-intensive work, including data entry, records review, document processing, filing, and scanning. Occasional overnight and out-of-state travel is required. The position may occasionally require lifting and transporting files, records, boxes, or equipment.

Additional Benefits of the Position Include:

- Opportunity to develop specialized expertise in tobacco regulatory enforcement and the 1998 Tobacco Master Settlement Agreement;
- Direct collaboration with attorneys and interstate regulatory enforcement working groups;
- Substantial professional autonomy following appropriate training and supervision; and
- Eligibility for Public Service Loan Forgiveness, subject to applicable federal program requirements.

This announcement lists the major duties and requirements of the job and is not an all-inclusive summary. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Send a cover letter, resume, and a list of three professional references to Chief Deputy Attorney General David J. Pope, c/o Marilyn Millam, Supervising Legal Secretary, at MMillam@ag.nv.gov. Interested applicants are encouraged to apply as soon as possible, as a hiring decision may be made at any time during the recruitment process.

The Nevada Office of the Attorney General (OAG) is committed to Equal Employment Opportunity and Affirmative Action in the recruitment and employment of its workforce 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, or any other status protected by applicable law. The OAG provides reasonable accommodations to qualified individuals with disabilities throughout the application and selection process and in employment. Applicants who require a reasonable accommodation during the recruitment process may contact the OAG Human Resources for assistance.