



STATE OF NEVADA, OFFICE OF THE ATTORNEY GENERAL¹
DEPUTY ATTORNEY GENERAL, TOBACCO ENFORCEMENT UNIT

Gross Salary: Up to \$135,201.00 Employee/Employer Paid or \$115,804.00 Employer Paid (DOE)

Duty Station: Carson City or Las Vegas, with frequent travel, including out-of-state.

Position Status: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment contingent upon successful background check.

Position Summary: The primary responsibility of this position is the day-to-day enforcement of the Tobacco Master Settlement Agreement (MSA) including reconciliation of sales volumes; enforcement of Nevada's Tobacco Directory statutes; and compliance with subsequent settlement terms. This position is also responsible for the oversight of retail compliance checks; representing the State in administrative hearings and civil actions; and advising the Nevada Department of Taxation on tobacco and taxation issues. The candidate will also represent the State in tobacco workgroups and conferences hosted by the National Association of Attorneys General. **Ability to travel overnight and out-of-state is required.**

Minimum Education And Background: Graduation from accredited law school and licensed in Nevada. Must possess valid state driver's license at time of appointment.

Preferred Experience: A level of comfort with performing mathematical functions is necessary. The ideal candidate should be able to maintain their own workload and prioritize tasks as needed. Additionally, candidates should have superior public speaking skills and the ability to effectively communicate and collaborate. A knowledge of computer word processing applications, particularly as related to the performance of legal research and writing, is required. A working knowledge of Microsoft Excel is strongly preferred.

Skills Required: Must possess strong written and verbal communication, planning, prioritizing, and executing timelines without supervision. Must exhibit professionalism, organization, self-motivation, punctuality, and leadership skills.

Physical Demands: Mobility to work in a typical office setting, use standard office equipment, and travel. Ability to read printed materials and computer screen; to hear and communicate both person and virtually and over the telephone—including frequent multi-party video and telecommunication conferences—and to speak in clear and understandable manner. Reasonable accommodation available for some physical demands for otherwise qualified individuals upon request.

Benefits of Position Include:

- Dedicated mentoring and MSA training from Attorney General Staff and NAAG
- Frequent Travel
- Work largely independently once trained
- Student loan forgiveness after 10 years of public service
- Compressed work schedule option
- Work-life balance
- Public service/community involvement
- Retirement accrual after vesting
- Paid vacation, sick and family leave
- Medical/dental/life insurance

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

Send cover letter, resume, references, and a writing sample to Chief David Pope C/o Debra Turman, dturman@ag.nv.gov

¹ The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.