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Solicitor General

STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

DEPUTY ATTORNEY GENERAL
BOARDS AND OPEN GOVERNMENT

The Boards and Open Government Division in the Nevada Office of the Attorney General (OAG) is seeking a highly skilled and dedicated attorney to provide legal advice, prepare and prosecute administrative matters, handle litigation in state and federal court, and serve as part of the Open Meeting Law Enforcement Unit. This position will represent agencies and boards, including the Nevada State Athletic Commission.
Justice is our job.

Duty Station: Las Vegas, Nevada, with occasional travel.

Gross Salary: Up to $135,201.00 Employee/Employer or $114,213.75 Employer-Paid. Salary placement depending upon experience.

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.

Position Status: Full-time, FLSA-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 Deputy Attorney General represents multiple State of Nevada agencies and regulatory boards, including the Nevada State Athletic Commission and Title 54 professional licensing boards. Primary responsibilities include providing day-to-day legal advice, preparing and handling administrative prosecutions, and representing clients in litigation before state and federal courts. The Deputy Attorney General will also serve as part of the Open Meeting Law Enforcement Unit. The successful applicant will independently manage assigned matters and collaborate with agency staff, board members, colleagues, and other stakeholders to provide timely, practical, and legally sound advice and representation.

Minimum Education and Experience: Graduation from an accredited law school. Applicants must be admitted to and in good standing with the State Bar of Nevada or admitted and in good standing in another U.S. jurisdiction and eligible for limited practice certification in Nevada pursuant to SCR 49.1. A valid driver's license is required at the time of appointment.

Position-Specific Qualifications: Experience with administrative law, regulatory boards or commissions, or Nevada's Open Meeting Law is highly desirable. Applicants must demonstrate sound judgment, initiative, organization, and the ability to manage assigned matters with increasing independence and responsibility. Attorneys must be able to plan and prioritize effectively; identify and analyze complex legal, factual, procedural, and constitutional issues; and communicate persuasive legal positions clearly and effectively. The successful applicant should demonstrate strong legal research and analysis, written and oral advocacy skills, and an interest in developing civil practice skills.

Essential Functions and Skills Required: Attorneys must exercise sound independent judgment and initiative; prepare and prosecute administrative matters; conduct comprehensive legal research and analysis; draft pleadings, briefs, legal opinions, and other substantive work product; present arguments before administrative bodies and state and federal courts; manage competing priorities and deadlines; and maintain consistent progress on assigned matters. Attorneys must communicate clearly and professionally with courts, opposing counsel, colleagues, clients, agency staff, boards, and other stakeholders while demonstrating professionalism, accountability, ethical conduct, and the ability to remain focused and composed in adversarial, high-pressure, or time-sensitive situations. Attorneys must be able to independently plan, prioritize, and manage a caseload following appropriate training and supervision. Proficiency with technology and applications commonly used in legal practice, including legal research, word processing, videoconferencing, and case-management platforms, is required.

Physical Demands and Work Environment: Work is primarily performed in a professional office environment and requires use of standard office equipment, review of legal and factual materials, effective communication with others, and participation in meetings, administrative hearings, and court proceedings. Travel, including occasional out-of-state travel, may be required. The position may also require transporting legal files or materials, occasionally lifting documents or boxes weighing up to 25 pounds, and working extended hours when required by court schedules, filing deadlines, oral arguments, or urgent matters.

Additional Benefits of the Position Include:

- Membership on an experienced and dedicated public service team;
- Opportunity to manage assigned cases from initial review through resolution;
- Substantial professional autonomy once trained;
- Compressed work schedule options, subject to operational needs;
- Annual bar dues reimbursement after the first year of employment;
- Eligibility for limited practice certification for up to two years under SCR 49.1 for qualifying attorneys admitted and in good standing in another U.S. jurisdiction; and
- Eligibility for Public Service Loan Forgiveness.

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, writing sample, and a list of three professional references to Chief Rosalie Bordelove at rbordelove@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.