CRAIG A. NEWBY
First Assistant Attorney General

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Assistant Attorney General

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Attorney General

LESLIE NINO PIRO
General Counsel

HEIDI PARRY STERN
Solicitor General

STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

DEPUTY ATTORNEY GENERAL
GOVERNMENT AND NATURAL RESOURCES DIVISION

The Government and Natural Resources Division in the Nevada Office of the Attorney General (OAG) is seeking a dedicated attorney to represent the Nevada Secretary of State in election law, campaign finance, and commercial recording matters. The position also represents the Office of the Military and other assigned state clients in litigation and advisory matters.

Justice is our job.

Duty Station: Carson City, Nevada, with travel as required.

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 the Nevada Secretary of State in election law, campaign finance, commercial recording, and related agency matters. The attorney also represents the Office of the Military and other state clients as assigned. Primary duties include litigation in federal and state courts; legal research and statutory interpretation; drafting pleadings, motions, briefs, and legal memoranda; and advising public agencies on the Nevada Administrative Procedure Act, Public Records Act, and Open Meeting Law. The successful applicant will manage assigned matters following appropriate training and supervision, collaborate with agency staff and other attorneys, and deliver practical, 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 in civil litigation, government service, administrative law, or advising public agencies is highly desirable. Familiarity with election law, campaign finance, commercial recording, statutory interpretation, and applicable public agency requirements is highly-desierable. Working knowledge of civil and appellate procedure, rules of evidence, and local court rules is preferred. Applicants must demonstrate sound judgment, initiative, organization, strong legal research and analysis, and persuasive written and oral advocacy. The successful applicant must be able to plan and prioritize assignments, manage competing deadlines, and develop increasing independence and responsibility.

Essential Functions and Skills Required: Attorneys must exercise sound legal judgment and initiative; conduct legal research and analysis; draft pleadings, briefs, motions, memoranda, opinions, and other legal documents; represent clients in court; and provide guidance on public agency obligations. Attorneys must manage competing deadlines, make consistent progress, and communicate professionally with courts, opposing counsel, agency clients, and colleagues. Professionalism, accountability, ethical conduct, clear oral and written advocacy, and effectiveness under pressure are essential. Attorneys must manage assigned matters with increasing independence following appropriate training and supervision. Proficiency with legal research, word processing, videoconferencing, and case-management applications 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 printed and electronic legal materials, and effective communication in person, virtually, and by telephone. Participation in meetings and court proceedings and travel may be required. The position may require extended hours to meet court schedules, filing deadlines, or other urgent legal matters. Reasonable accommodations are available to qualified individuals consistent with applicable law.

Additional Benefits of the Position Include:

- Substantial professional autonomy once trained;
- Membership on an experienced and dedicated public service team;
- 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 professional references to Chief Greg Ott at gott@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.