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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

**DEPUTY ATTORNEY GENERAL
POST-CONVICTION DIVISION**

The Post-Conviction Division in the Nevada Office of the Attorney General is seeking a motivated attorney with strong legal research, writing, analytical judgment, and oral advocacy skills to represent the State of Nevada in complex post-conviction proceedings before state and federal courts. This position offers meaningful, hands-on experience in constitutional, criminal, and habeas litigation before state and federal trial and appellate courts.

Justice is our job.

Duty Station: Carson City Nevada, with occasional travel, including out-of-state 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 the State of Nevada in constitutional, post-conviction, and habeas litigation before state and federal trial and appellate courts. Primary responsibilities include analyzing complex trial and appellate records; applying state and federal post-conviction and habeas law; drafting briefs and other substantive legal filings; and presenting oral argument in state and federal trial and appellate courts. The Deputy Attorney General manages assigned matters from initial review through resolution and may appear before Nevada appellate courts, federal district courts, and the United States Court of Appeals for the Ninth Circuit. Working alongside experienced post-conviction and appellate attorneys, the successful applicant will develop expertise in legal analysis, litigation strategy, written advocacy, and courtroom presentation while contributing to the fair administration of justice.

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 Nevada driver's license is required at the time of appointment.

Position-Specific Qualifications: The successful applicant should demonstrate strong legal research, writing, analytical, and oral advocacy skills. Experience reviewing complex case records, drafting substantive or appellate briefs, and presenting oral argument is preferred. Knowledge of federal and state criminal and habeas law, rules of evidence, applicable court rules, and appellate procedure 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 identify and analyze complex legal, factual, procedural, and constitutional issues and communicate persuasive legal positions clearly and effectively.

Essential Functions and Skills Required: Attorneys must exercise sound independent judgment and initiative; conduct comprehensive legal research and analysis; review complex trial, appellate, and post-conviction records; draft persuasive briefs and other legal filings; manage competing priorities and deadlines; and maintain consistent progress on assigned matters. Attorneys must communicate clearly and professionally with courts, opposing counsel, colleagues, clients, and other stakeholders and demonstrate 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 frequent use of standard office equipment, review of legal and factual materials, effective communication with others, and participation in meetings, 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:

- Dedicated mentorship and training in state and federal post-conviction and habeas practice;
- Opportunity to manage assigned cases from initial review through resolution;
- Opportunities to present oral argument in state and federal courts, including the United States Court of Appeals for the Ninth Circuit;
- Substantial professional autonomy once trained;
- Opportunity to develop specialized expertise in constitutional, criminal, habeas, and appellate litigation;
- 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 Heather Procter at hprocter@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.