CRAIG A. NEWBY
First Assistant Attorney General

CHRISTINE JONES BRADY
Assistant Attorney General

AARON D. FORD
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
PUBLIC SAFETY DIVISION

The Public Safety Division in the Nevada Office of the Attorney General (OAG) is seeking a skilled and dedicated attorney to represent the Nevada Department of Corrections (NDOC) and its current and former employees in civil litigation before federal and state courts. The position combines substantive litigation responsibility with opportunities to provide practical legal counsel to a major state agency.

Justice is our job.

Duty Station: Carson City or Las Vegas, 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 NDOC and its current and former employees in civil litigation in federal and state courts. Primary responsibilities include legal research and analysis; drafting pleadings, motions, memoranda, and briefs; preparing for hearings and trials; and presenting oral arguments. The attorney also provides day-to-day legal advice to NDOC, works with the Department on contract review and approval, and advises on compliance with public records requirements. The successful applicant will independently manage assigned litigation and advisory matters following appropriate training and supervision, and collaborate with agency staff, colleagues, and other stakeholders to provide timely, practical, and legally sound 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: Recent litigation and/or government service experience is preferred. Working knowledge of federal and state civil litigation, rules of civil and appellate procedure, rules of evidence, and applicable local court rules is highly desirable. Applicants should demonstrate the ability to identify and analyze complex legal and factual issues, develop sound litigation strategies, present persuasive legal arguments, and produce clear and accurate written work. The successful applicant must exercise sound judgment, initiative, and organization; manage competing assignments and deadlines; and maintain effective professional relationships with agency clients, colleagues, and court personnel.

Essential Functions and Skills Required: Attorneys must exercise independent legal judgment and initiative; conduct thorough legal research and analysis; draft pleadings, motions, briefs, legal opinions, correspondence, and other substantive work product; prepare for court proceedings; and manage assigned matters and deadlines. Attorneys must communicate clearly and professionally with courts, opposing counsel, agency clients, colleagues, and other stakeholders, and demonstrate professionalism, accountability, ethical conduct, punctuality, and leadership. Attorneys must be able to plan and prioritize work, maintain consistent progress without continuous supervision following appropriate training, and remain effective in adversarial, high-pressure, or time-sensitive situations. Proficiency with technology commonly used in legal practice, including legal research, word processing, videoconferencing, and case-management applications, is required.

Physical Demands and Work Environment: Work is primarily performed in a professional office setting and requires use of standard office equipment; review of printed and electronic legal materials; and effective communication in person, virtually, and by telephone. Attendance at meetings, hearings, and court proceedings and travel, including occasional out-of-state travel, may be required. The position may require extended hours to meet court schedules and filing deadlines. Reasonable accommodation is available to qualified individuals consistent with applicable law.

Additional Benefits of the Position Include:

- Substantial professional autonomy once trained;
- Meaningful litigation and courtroom experience in public service;
- 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 D. Randall Gilmer at dgilmer@ag.nv.gov and Supervising Legal Secretary Diane Resch at dresch@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.