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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

555 E. Washington Ave. Suite 3900
Las Vegas, Nevada 89101

***Unclassified
Position Announcement
Open Competitive***

**TAXATION DIVISION
Las Vegas**

POSITION TITLE: Deputy Attorney General

SALARY: Employee/Employer Paid PERS: \$ 91,224.72 - \$121,803.00
Employer Paid PERS: \$78,132.96- \$104,328.00

DUTY STATION AND HOURS:

With this position announcement, the Office of the Attorney General is seeking applicants for a Deputy Attorney General position in the Taxation Division. The anticipated work schedule is generally Monday through Friday, 8:00 a.m. to 5:00 p.m. – though early morning, evening and weekend hours will be required as demanded by the case load. In addition, there can be travel and overnight stay requirements.

POSITION STATUS:

The position is exempt (FLSA) and serves at the will of the Attorney General. Employment with the Attorney General's Office is contingent upon completion of NCIC/NCJIS and a fingerprint criminal history check.

SUMMARY OF THE TAXATION DIVISION:

There are approximately fourteen attorneys within the Taxation Division handling matters related primarily to the Department of Taxation, the Cannabis Compliance Board, the Labor Commissioner, the Department of Agriculture, the Division of Insurance, Tobacco Enforcement and the Nevada Attorney for Injured Workers. The representation provided by the lawyers in this division routinely involves the prosecution of administrative cases and the resulting Chapter 233B petitions for judicial review. Lawyers in this division also defend state agencies in litigation matters. In addition to carrying an active case-load, we field legal questions from agency clients and public officials and provide day-to-day legal advice and representation.

POSITION CHARACTERISTICS:

This Deputy Attorney General position will primarily represent the Department of Taxation. The successful applicant will also help represent other clients. As indicated above, representation of clients includes the prosecution of regulatory violations, contract review, providing advice and guidance related to regulation-making procedures and Open Meeting Law questions, assisting with drafting regulations and handling petitions for judicial review proceedings, litigation and appellate matters.

QUALIFICATIONS**MINIMUM EDUCATION AND BACKGROUND REQUIREMENTS:**

Graduation from an accredited four-year college or university and graduation from an accredited law school is required. Candidates must be admitted to the State Bar of Nevada and be eligible to practice law before all courts, federal and state, in the State of Nevada and the Ninth Circuit Court of Appeals. Experience with bankruptcy law and procedure is a plus.

KNOWLEDGE AND SKILLS REQUIRED:

Candidates should have the skills required to prepare and present cases to administrative law judges, boards and commissions and courts. It is of particular importance for applicants to have or develop a working knowledge of Chapter 233B of the NRS (Nevada's Administrative Procedures Act). The position also requires knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw and Word applications. The position further requires knowledge of the rules and canons of ethics applicable to the practice of law. Candidates must be highly professional, self-motivated, well-organized, and able to manage a case-load.

PHYSICAL DEMANDS:

The position requires the requisite mobility to work in a typical office setting and to use standard office equipment. The position requires a working knowledge of Westlaw and Word and typing skills sufficient for independent document production. The position requires some travel to client offices and the federal and state courts in various parts of Nevada. The position also requires vision capable of reading extensive materials, both printed and on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate, in-person and remotely, in and from various venues and locations. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. The applicant will also need to be able to work remotely several days per week, which requires secure internet access.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants should submit a resume and writing sample to:

Debra Turman, Legal Secretary
E-mail: dturman@ag.nv.gov

Alternatively:

Office of the Attorney General
Attn: Debra Turman, Legal Secretary
555 E. Washington Ave., #3900
Las Vegas, Nevada 89101

The Office of the Attorney General is an equal opportunity employer.