

CRAIG A. NEWBY
First Assistant Attorney General

AARON D. FORD
Attorney General

LESLIE NINO PIRO
General Counsel

CHRISTINE JONES BRADY
Assistant Attorney General



HEIDI PARRY STERN
Solicitor General

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

**DEPUTY ATTORNEY GENERAL – PART-TIME
HEALTH AND HUMAN SERVICES DIVISION**

The Health and Human Services Division in the Nevada Office of the Attorney General is seeking a highly skilled and dedicated attorney to serve in a part-time Deputy Attorney General position representing the Department of Human Services and the Nevada Health Authority. The attorney will primarily serve as litigation counsel and may also provide general counsel services across a broad range of legal matters and programs.

Justice is our job.

Duty Station: Las Vegas, Carson City, or Reno, Nevada, with occasional travel, including out-of-state travel.

Gross Salary: Up to \$67,340.00 Employee/Employer-Paid or \$56,888.10 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 prorated paid annual, sick, and family leave.

Position Status: Part-time (20.24 hours per week), 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 Department of Human Services and the Nevada Health Authority, primarily as litigation counsel before state and federal courts. The position may also provide general counsel services across a broad range of legal matters and programs, including administrative hearings, contract review, open meeting law advice, client consultation, and advice to boards, commissions, and advisory committees. The Deputy Attorney General independently manages assigned matters and collaborates with agency staff 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: The successful applicant should demonstrate strong written and verbal communication, legal analysis, planning, prioritization, and organizational skills. Applicants must demonstrate professionalism, integrity, sound judgment, initiative, self-motivation, and the ability to work both independently and collaboratively. They must also be able to manage assigned matters with increasing independence and responsibility. Experience in litigation, administrative law, contract review, open meeting law, or advising public agencies, boards, or commissions is highly desirable.

Essential Functions and Skills Required: Attorneys must exercise sound independent judgment and initiative; conduct comprehensive legal research and analysis; draft pleadings, briefs, contracts, legal opinions, and other substantive work product; 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, 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 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:

- 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 a list of three professional references to Chief Sharon Benson at sbenson@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.