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OFFICE OF THE ATTORNEY GENERAL

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**OMBUDSMAN FOR DOMESTIC VIOLENCE, SEXUAL ABUSE,  
AND HUMAN TRAFFICKING SURVIVORS**

**Gross Salary:** \$110,353.00 Employee/Employer Paid or \$94,521.00 Employer Paid (DOE)

**Duty Station:** Carson City, Reno, or Las Vegas, Nevada

**Position Status:** Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment contingent upon successful background check.

**Position Summary:** The Ombudsman for Domestic Violence, Sexual Abuse, and Human Trafficking Survivors within the Office of the Attorney General. Statutes and Regulations administered by this position include NRS 228.440 and 228.497. Oversight of Committee on Domestic Violence meetings. In compliance with Nevada's Open Meeting Law, plan all meetings, review and post all minutes and agendas, perform all duties as outlined by Committee members, and assist the Chair (Attorney General) with all projects.

Manage, track, and administer programs related to Domestic Violence per NRS 228.460, including those related to (1) training law enforcement officers, attorneys and members of the judicial system about domestic violence; (2) assisting victims of domestic violence; and (3) educating the public concerning domestic violence.

Develop educational presentations regarding domestic violence, human trafficking and sexual abuse for public, private, and governmental organizations, with material to be delivered to various agencies throughout Nevada (and potentially the Nation). Develop and distribute training material, registration forms, and fliers/pamphlets used in the course of presentations and various trainings hosted by the Attorney General's Office.

Work with necessary partners to administer the victim notification system, a free resource for victims provided by the Attorney General's Office.

Handle inquiries from the general public regarding domestic violence, including those relating to statistics, projects, and presentations. The ombudsman may also be asked to speak about his or her role within the office in media interviews and press conference settings. Representing the office in meetings with national and international delegations and in law enforcement settings may also be required.

Manage the Administrative Assistant and perform administrative services as needed to comply with grant project requirements and budgeting. Perform other miscellaneous projects as assigned.

**Minimum Education And Background:** Applicants should, but need not, have a degree in public administration, social work, criminal justice or a related field, and two years of experience involving the administration, assessment, coordination and revision of programs or organizations relating to domestic violence and victims of crime.

**Preferred Experience:** Understand legal and social aspects of domestic violence, sexual abuse and human trafficking. Work efficiently, setting priorities and working on multiple projects simultaneously. Ensure that the work product generated by this office is accurate and professional. Have excellent writing, public speaking, time management, and interpersonal skills. Fluency in Spanish language preferred, but not required.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees 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.*

**Skills Required:** Must possess strong communication skills, planning, prioritizing, and executing timelines without supervision. Must exhibit professionalism, organization, self-motivation, and leadership skills.

**Physical Demands:** This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. This position requires travel to various offices and facilities in various parts of Nevada. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen.

**Benefits of Position Include:**

- Membership on an experienced and dedicated public service team
- Once assigned a case, follow that case to completion
- Work largely independently once trained
- Student loan forgiveness after 10 years
- Compressed work schedule option
- Work-life balance
- Retirement accrual after vesting
- Paid vacation, sick and family leave
- Medical/dental/life insurance

This announcement lists the major duties and requirements of the job and is not all-inclusive. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Applicants should e-mail a cover letter, resume, writing sample, and list of references no later than close of business on **Friday June 13th** to: Osiris Noble at [onoble@ag.nv.gov](mailto:onoble@ag.nv.gov).