

AARON D. FORD
Attorney General

CRAIG A. NEWBY
First Assistant Attorney General

CHRISTINE JONES BRADY
Second Assistant Attorney General



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

TERESA BENITEZ-
THOMPSON
Chief of Staff

LESLIE NINO PIRO
General Counsel

HEIDI PARRY STERN
Solicitor General

SENIOR DEPUTY ATTORNEY GENERAL

*Unclassified Position Announcement
Open Competitive - Open until filled*

**Bureau of Consumer Protection
Carson City or Las Vegas, Nevada**

GROSS SALARY: Depending on experience, the salary range is approximately:
\$136,242.00 - \$151,108.00 (Employee/Employer Paid)
\$115,087.70 - \$127,651.51 (Employer Paid)

PRIMARY DUTY STATION: The Bureau of Consumer Protection (BCP) in Carson City or Las Vegas. Occasional travel with overnight stay to either city or throughout the State is required. Additional travel nationwide is also required.

POSITION STATUS: Exempt (FLSA); serves at the will of the Consumers Advocate. Employment is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System (NCIC/NCJIS), and a fingerprint criminal history check.

POSITION SUMMARY: Reporting to the Consumers Advocate and Consumer Counsel/Chief Deputy Attorney General, this unclassified position is responsible for handling the preparation, prosecution, and enforcement of claims relating to consumer protection in state and federal courts, including without limitation, actions related to violations of areas of law outlined in Nevada Revised Statutes 228.380(1), with an emphasis on claims related to deceptive trade and unfair trade practices, in addition to other duties as assigned. The position routinely handles large, complex, multi-jurisdiction cases, often as a lead attorney to a team. The position handles cases in both state and federal courts. This position emphasizes a team approach to develop, implement, and prosecute investigations, case strategies, and litigation of a variety of complex matters, and attorney must have the ability to work independently with direction and competently manage cases. This position requires strong critical thinking, deliberative skills, and the ability to perform logically. The position also requires strong legal and analytical writing and oral advocacy skills, with the ability to zealously advocate the position and strategies of the office.

In addition, the position requires drafting and preparing motions, briefs, and other legal documents as well as correspondence and press releases, and requires the ability to prepare and handle a variety of proceedings before different quasi-judicial, judicial, and legislative bodies. The attorney will work closely with Nevada, other state, and federal law enforcement partners, investigators, staff in various agencies. The position also requires the review, and processing of multiple documents, reports, and other evidence, involving various financial and other subject matters, primarily through an electronic discovery platform. The position requires professionalism, integrity, and the ability to engage corporate residents and handle a variety of consumer complaints. The position also requires

strong interpersonal skills with the passion and ability to meet with individuals and create and provide educational and promotional materials to the public. In addition, the position requires the development of additional specific job-related knowledge and skills and includes travel and attendance at various trainings in the capacity as an attendee or presenter. The position also requires the ability to use video conferencing software and equipment and may require or provide for remote work. The position also includes the performance of other duties as assigned by the Consumers Advocate or Consumer Counsel/Chief Deputy Attorney General.

QUALIFICATIONS:

MINIMUM EDUCATION, LICENSURE, AND BACKGROUND: Graduation from an accredited four-year college or university and graduation from an accredited law school is required. A minimum of five (5) years as a licensed attorney in civil or criminal litigation with court experience, including the preparation and litigation of all aspects of a jury or bench trial, is preferred. Prior experience should include the review, preparation, investigation, and trial strategy, as well as experience handling all aspects of discovery, including proficiency with e-discovery tools, conducting depositions, and interviewing and examining witnesses with emphasis on expert witnesses. The applicant must possess a proficient knowledge of the rules of civil procedure, Nevada rules of evidence, local court rules, and Nevada appellate procedure. Applicants must possess a certificate of admission from the Bar of the State of Nevada, obtain admission to the Federal Court for the District of Nevada within three (3) months of being hired, and be eligible to practice law before the courts of the State of Nevada, and federal district and appellate courts. Experience with an e-discovery platform and the ability to easily learn computer programs is desired.

SKILLS REQUIRED: In addition to the specific skills described in the Position Summary, applicants must have effective written and verbal communication skills, as well as the ability to plan, prioritize, and execute timelines without the need for supervision or reminders. Applicants must have strong problem-solving skills, must be adept at identifying, developing, and analyzing findings and conclusions, and be able to prepare and defend their position regarding the same. Applicants must be highly professional, well-organized, self-motivated, and punctual. Applicants must possess the ability to work as a team in a team environment in collaboration with peers, attorneys, legal researchers, and support staff. Applicants must respect the individuality and contributions of team members, while being able to make individual contributions without supervision, work independently, manage their time, complete projects promptly and efficiently, and be available during the working day. Applicants must possess an exemplary working knowledge of computers and computing programs, including Microsoft Office, Adobe, Westlaw, as well as various video conferencing software, and be able to easily learn various e-discovery platforms.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting, use standard office equipment, and to travel to various parts of the State and nationwide. It also requires vision to read printed materials and on computer screens, and hearing and speech to communicate in person, over the telephone, and over video conferencing software and equipment. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

ADDITIONAL INFORMATION: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related

knowledge and skills.

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance, development, and budget availability.

Interested applicants must submit a cover letter, detailed resume, writing sample, and a list of three (3) professional references to:

**Jana Whitson
Office of Attorney General
Bureau of Consumer Protection
100 N. Carson St.
Carson City, NV 89701 Email: bcpserve@ag.nv.gov**

“OPEN UNTIL RECRUITMENT NEEDS ARE SATISFIED”
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