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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

GENERAL COUNSEL TO THE ATTORNEY GENERAL

Las Vegas or Carson City

POSITION TITLE: Deputy General Counsel

GROSS SALARY: Depending on experience, the approximate salary range is:

\$122,732.64 – \$136,133.00 (Employer/Employee Paid Retirement)

\$105,130.80 – \$116,602.00 (Employer Paid Retirement)

DUTY STATION AND HOURS: Las Vegas or Carson City, Nevada. The hours will generally be Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening, and weekend hours may be required. Occasional travel and overnight stays may be required for conferences, meetings, working groups, or hearings outside of the Las Vegas/Carson City area, including out-of-state.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment with the Office of the Attorney General (“OAG”) is contingent upon successfully completing a NCIC/NCJIS background check and fingerprint criminal history check.

POSITION SUMMARY: The Deputy General Counsel position reports directly to General Counsel to the Attorney General. The General Counsel is a member of the OAG’s senior executive team and advises the Attorney General and OAG personnel on a broad range of legal and policy matters. The General Counsel seeks a highly motivated, intelligent, and reliable attorney for the Deputy General Counsel position to assist with critical OAG functions, including advising OAG personnel on ethics matters; supervising contracts with outside counsel and experts; overseeing responses to public records requests; supervising legal interns; and teaching and coordinating continuing legal education (“CLE”) and professional development opportunities.

EXAMPLES OF DUTIES:

- Provide legal research, advice, and counsel to the General Counsel, Attorney General, senior executive team, and OAG personnel
- Supervise a multi-disciplinary team responsible for public records requests
- Oversee contracts for outside counsel, expert witnesses, and other vendors
- Develop, coordinate, and provide CLE instruction and professional training to deputy attorneys general, OAG personnel, members of Boards and Commissions, and other State employees
- Provide supervision and mentorship to law students participating in the Legal Intern Program
- Analyze administrative policies, procedures, and practices and recommend modifications or new strategies when needed

QUALIFICATIONS

EDUCATION, BACKGROUND, AND LICENSING REQUIREMENTS:

Applicants must have a Juris Doctor degree from an accredited law school and be admitted to a State Bar in the United States. Applicants who are not admitted to the State Bar of Nevada must successfully pass the Nevada Bar Exam within two years of joining the Office. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment. Applicants should have a minimum of five years as a licensed and practicing attorney.

KNOWLEDGE AND SKILLS REQUIRED: The Deputy General Counsel will have superior legal research and writing abilities, excellent verbal communication skills, including public speaking ability, demonstrated leadership skills, and working knowledge of Nevada law, state and federal procedural rules, local court rules, and appellate procedure. Required skills also include planning, prioritizing, and executing timelines without the need for supervision. The Deputy General Counsel will be highly professional, well-organized, self-motivated, and able to work both independently as well as in a team environment. In addition, the Deputy General Counsel must be comfortable with using computer applications such as Microsoft Word, Excel, PowerPoint, and Teams; Adobe Acrobat; Westlaw; Zoom; and Lifesize.

PREFERRED EXPERIENCE: Special consideration will be given to applicants with experience related to:

- Nevada Public Records Act (NRS Chapter 239)
- Nevada Ethics in Government Act (NRS Chapter 281A), Nevada Rules of Professional Conduct, or ABA Model Rules of Professional Conduct
- Knowledge of the organization, functions, and practices of Nevada State Government, political subdivisions, municipalities, or other public agencies
- Civil Rights litigation, including 42 U.S.C. § 1983

- Labor and employment law—in particular, internal investigations; official policy, practice, or custom; and standard operating procedures
- Privacy and data security law

In addition, the preferred applicant will have at least three years of complex litigation experience.

WORKING CONDITIONS: This position requires mobility to work in a typical office setting, use standard office equipment, and travel to offices and courts in various parts of Nevada or United States. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations. On a case-by-case basis, the OAG may in its sole discretion offer a flexible work schedule and/or a hybrid of in-office and remote work.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The Deputy General Counsel will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

Interested applicants should submit their cover letter, résumé, writing sample, and a list of three professional references to:

Office of the Attorney General
Attn: Renee Carreau, Executive Assistant
555 E. Washington Ave., Suite 3900
Las Vegas, Nevada 89101
E-mail: rcarreau@ag.nv.gov

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 (GINA), or compensation and/or wages.