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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

January 11, 2023

***Unclassified
Position Announcement
Open Competitive***

**TAXATION DIVISION
Reno/Carson City**

POSITION TITLE: Deputy Attorney General

SALARY: Employer/Employee Paid PERS \$81,452.88 - \$108,753.00
Employer Paid PERS \$70,908.48 - \$94,671.00

DUTY STATION AND HOURS:

With this position announcement, the Office of the Attorney General is seeking applicants for a Deputy Attorney General position in either its Carson City or Reno location. 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, Tobacco Enforcement, the Department of Agriculture, the Division of Insurance, the Nevada State Infrastructure Bank, Committee on Local Government Finance and the Office of the Labor Commissioner. 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, the attorneys field legal questions from public officials and agencies and provide day-to-day legal advice and representation.

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POSITION CHARACTERISTICS:

The position of Deputy Attorney General will advise and assist several agency and/or board and commission clients, prosecute regulatory violations, assist with regulation drafting, assist with review and approval of purchasing contracts, give guidance on open meeting law and regulation-making questions and represent agencies in judicial review proceedings, litigation and appellate matters.

QUALIFICATIONS

MINIMUM EDUCATION AND LICENSING REQUIREMENTS:

Graduation from an accredited four-year college or university and graduation from an accredited law school is required. Candidates must also 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.

KNOWLEDGE AND SKILLS REQUIRED:

Applicants must have or develop knowledge of administrative law and practice. 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). In addition, as this position will primarily represent the Division of Insurance and Department of Taxation, applicants should have a desire to develop a proficiency with Nevada's insurance and tax statutes and regulations. 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 punctual.

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, facilities, and the federal and state courts in various parts of Nevada and the nation. The position also requires vision capable of reading extensive printed materials, and material 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.

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.

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THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

Interested applicants should submit a resume and writing sample, as soon as possible, 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.