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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

5420 Kietzke Lane
Suite 202
Reno, Nevada 89511

February 2023

***Unclassified Position Announcement
Open Competitive***

PERSONNEL DIVISION
Reno; possibly Las Vegas

POSITION TITLE: Senior Deputy Attorney General

SALARY RANGE: \$109,578.24 - \$121,547.00 (Employer/Employee Paid Retirement)
\$95,379.82 – \$105,808.00 (Employer Paid Retirement)

DUTY STATION AND HOURS: With this position announcement, the Office of the Attorney General is seeking applicants for a vacant Deputy Attorney General position. The work hours for this position are *generally* Monday through Friday, 8:00 a.m. to 5:00 p.m., although flexible and/or condensed schedules may be requested, and early morning, evening and weekend hours may be required depending on particular issues and case events. There may be travel and overnight stay requirements.

POSITION STATUS: Exempt (FLSA). 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.

DESCRIPTION OF PERSONNEL DIVISION: There are currently nine attorney positions within the Personnel Division. The Personnel Division represents all agencies in the Executive Department of the State in employment law matters. Each attorney in the Division is assigned specific client agencies. The representation provided by the Personnel Division routinely involves the prosecution of administrative cases in which state employees have appealed disciplinary action, involuntary transfers, grievances, or whistleblower retaliation. Representation also commonly involves the defense of state agencies and public officials in state or federal lawsuits claiming employment discrimination, harassment, retaliation or other alleged unlawful conduct in violation of Title VII and/or other state and federal laws. In addition to carrying an active litigation case load, the attorneys within the Personnel Division routinely field legal questions

from client agencies and provide day-to-day advice regarding all employment matters.

POSITION CHARACTERISTICS: This position encompasses all aspects of state and federal employment law representation. A significant amount of the workload will involve representation of executive branch agencies in administrative hearings and in litigated matters. Candidates must possess self-motivation and strong organizational skills. The attorney chosen for this position will have excellent legal research, writing, and advocacy skills, public speaking ability, and knowledge of both state and federal court procedures. Candidates must have superb communication, time management, and interpersonal skills. The candidate selected for this position will be working in a team-orientated environment in which attorneys and support staff work in concert to best represent the State of Nevada and its executive branch agencies.

EXAMPLES OF DUTIES: Typical duties include fielding legal questions from client agencies and colleagues, reviewing proposed personnel actions contemplated by employers/supervisors, and providing day-to-day legal advice on all employment matters.

The Division handles administrative cases in which state employees have appealed disciplinary action, involuntary transfers or whistleblower retaliation. The Deputy Attorneys General will also handle litigation in state and federal court in connection with alleged discriminatory employment practices, civil rights violations, retaliation, or other alleged unlawful employment-related conduct.

Duties will also include some appellate work such as responding to writs and briefing cases on appeal from the district courts. Additional duties include opinion writing, as well as drafting and reviewing administrative regulations, policies and procedures.

In addition to the Deputy Attorney General duties outlined above, the Senior Deputy Attorney serves as a team leader to and supervises 1-3 deputies and will handle more complex clients and matters.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four-year college or university and graduation from an accredited law school is required. Candidates must be admitted to the Bar of the State 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 REQUIRED: This position requires extensive knowledge of substantive laws and regulations in the state classified and unclassified personnel system (NRS/NAC 281, 284 and 289), FMLA, Title VII and ADA; administrative law (NRS 233B); constitutional law; powers and duties of the State Attorney General; legislative process; State and federal civil and appellate rules of procedure and rules of evidence; computer applications, particularly as related to the performance of legal research and brief writing; and rules of ethics in the practice of law.

SKILLS REQUIRED: Applicants must possess outstanding skills in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. Applicants must be able to contribute effectively to the Personnel Division and the goals, objectives, and activities of the Office. Applicants must be highly professional, well-organized, self-motivated, punctual, and must possess strong advocacy skills.

PHYSICAL DEMANDS: This position requires the requisite mobility to work in a typical office setting and to use standard office equipment. These positions require a working knowledge of Westlaw and Word and typing skills sufficient for independent document production. This position may require travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. This position also requires vision capable of reading extensive printed materials and material on a standard sized computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically 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.

The major duties and requirements listed for this position is not all-inclusive. The successful applicant may be expected to perform additional job-related duties.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

Applications will be accepted until recruitment needs are satisfied. Interested applicants should submit a cover letter and resume by mail or email to:

Cameron P. Vandenberg, Chief Deputy Attorney General
Nevada Office of the Attorney General
E-mail: cvandenberg@ag.nv.gov

The Office of the Attorney General is an equal opportunity employer.