



## STATE OF NEVADA, OFFICE OF THE ATTORNEY GENERAL<sup>1</sup>

### BUREAU CHIEF, COMPLEX LITIGATION DIVISION

**Salary Range:** 180,534.00 Employee/Employer Paid or \$154,633.00 Employer Paid (DOE)

**Duty Station:** Carson City or Las Vegas, with occasional travel, including out-of-state.

**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 Chief of Complex Litigation oversees some of the State's most high profile and sensitive litigation matters. The Chief is part of the Office of the Solicitor General and reports to the Solicitor General as well as directly to the Attorney General and executive team, as needed. The complex litigation division consists of the Chief and two or three Deputy Attorneys General, with the Chief acting as the direct supervisor of the attorneys in the division.

The Chief of Complex Litigation also acts as a liaison with other chiefs and divisions in the office, as litigation generally begins in these divisions and is escalated to the Complex Litigation Division. The Chief should be prepared to handle litigation matters personally; with the assistance of the Complex Litigation attorneys; with other attorneys in the office; with the in-house attorneys of clients; and with outside counsel.

This position is a high-level position in the office involving significant responsibilities and significant opportunities to develop robust litigation and trial skills. The Chief should be well-versed in all aspects of trial practice, including case valuation, motion practice, pre-trial discovery, evidentiary hearings, trials, and post-trial motions and hearings. The work of the division is intellectually challenging, fast-paced, and central to the Attorney General's priorities for the office.

The Division seeks a highly motivated, intelligent, and reliable attorney for this important position.

The AGO's motto is "Our Job is Justice." Pursuing justice permeates the Chief's work, and the successful candidate will be expected to carry out their job duties with special attention to: (1) constitutional rights; (2) criminal justice and reform; (3) consumer protection; (4) client service; and (5) community engagement.

**Minimum Education and Background:** Graduation from an accredited four-year college or university and graduation from accredited law school and licensed by a state bar. Minimum of five (5) years as a licensed attorney. Litigation experience commensurate with the position applied for. Valid state driver's license required.

**Preferred Experience:** Preference to those with current or recent experience in reviewing a case, drafting briefs and presenting oral arguments. A working knowledge of federal and state constitutional laws, rules of evidence and local court rules and procedure is a plus. Trial experience preferred.

**Skills Required:** The person chosen for this position must possess good judgment and significant skills in legal research, writing, verbal communication, analyzing complex legal issues and maintaining positive relationships with stakeholders internal and external to the AGO. Required skills also include planning, prioritizing and executing timelines without the need for supervision.

Knowledge of the powers and duties of the State Attorney General, legislative process, and ethics is required. Applicants must be comfortable with computer applications/platforms used for litigation, such as Microsoft Word,

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<sup>1</sup> The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.

Westlaw, Zoom, Bluejeans and case management systems. Applicants should have strong interpersonal skills and be able to effectively handle a wide range of diverse personalities and styles.

**Physical Demands:** Mobility to work in typical office setting, use standard office equipment, and travel. Ability to read printed materials and computer screens; to hear and speak to communicate in person and virtually and over the telephone; to speak in clear and understandable manner. Reasonable accommodation available for some physical demands for otherwise qualified individuals upon request.

**Benefits of Position Include:**

- Work largely independently once trained
- 2 years to pass Nevada bar if barred in another state
- Student loan forgiveness after 10 years of public service
- Compressed work schedule option
- Work-life balance
- Public service/community involvement
- Retirement accrual after vesting
- Paid vacation and sick 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.

**Send cover letter, resume, references, and a writing sample by January 17, 2025 to Solicitor General Heidi Parry Stern, c/o Renee Carreau, AG Legal Secretary, at [rcarreau@ag.nv.gov](mailto:rcarreau@ag.nv.gov).**