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PUBLIC UTILITIES COMMISSION

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Commissioner

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Executive Director

**Unclassified Position Announcement**

**ADMINISTRATIVE ATTORNEY/LEGAL CASE MANAGER**

Commission's Office of the General Counsel

The Public Utilities Commission of Nevada is seeking qualified applicants for the position of Administrative Attorney/Legal Case Manager for the Commission's Office of the General Counsel. This is an unclassified full-time position within Nevada State Government.

**Recruitment:** This is an open competitive recruitment, open to all qualified persons.

**Approx. Annual Salary Up To \$70,894:** (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.) Please note: furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 6 furlough days per fiscal year) through June 30, 2015. The Salary listed above does not reflect the reduction from the required furlough.

**Resumes Will Be Accepted Until:** Recruitment Needs Are Satisfied.

Qualified individuals are encouraged to apply immediately. Hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

**Recruiting For:** A vacancy in Carson City, Nevada

**The Position:** Reviews all filings received by the Commission for legal completeness and compliance with NRS and NAC; drafts legal notices and orders, as well as other legal documents for the Commission. The position also provides preliminary legal advice and counsel to Commissioners and General Counsel as assigned due to heavy backload or absences of a Commissioner assigned Administrative Attorney. Interprets relevant laws, regulations, policies and procedures as they apply to specific issues. The position makes fair and impartial recommendations based on facts and conclusions of the law. The Legal Case Manager may also provide support to the Commission for legislative hearings and inquiries, to include preparing and presenting testimony to legislative committees. May also make presentations to various state, local and federal agencies. May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

**Skills Required:** Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other legal staff, engineers, auditors, and economists; compile and summarize information and prepare correspondence, periodic or special reports related to

assignments; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. Must possess skill in effective written and verbal communication; must be able to communicate with the general public and representatives of current and prospective public utilities; must be able to collaboratively or as a team complete writing assignments; required skills also include planning, prioritizing and executing timelines without the need for supervision.

Must be highly professional, well-organized, self-motivated, and must possess leadership skills. Must be available for travel (typically up to 25% of the time) is required.

**Minimum Qualifications:** Graduation from an accredited law school. Active membership in the Nevada State Bar is desirable.

**Submit Cover Letter and Resume / Direct Inquiries To:**

Jordan Neubauer

Public Utilities Commission

Email: [jneubauer@puc.nv.gov](mailto:jneubauer@puc.nv.gov)

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