



BRIAN SANDOVAL
Governor

STATE OF NEVADA

PUBLIC UTILITIES COMMISSION

PAUL A. THOMSEN
Chairman

ALAINA BURTENSHAW
Commissioner

DAVID NOBLE
Commissioner

STEPHANIE MULLEN
Executive Director

Unclassified Job Announcement

CHIEF ATTORNEY, GENERAL COUNSEL

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Chief Attorney, General Counsel for the Commission General Counsel. This is an unclassified full-time exempt position within Nevada State Government.

About the PUCN: The PUCN is a regulatory agency that ensures investor-owned utilities comply with laws enacted by the Nevada Legislature. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Positions Key Areas of Responsibility:

- Responsible for leadership, coordination and oversight of the division's representation of the Commission's interests in all proceedings in state and federal court and before legislative committees, and various state and federal regulatory agencies.
- Advises and counsels individual Commissioners, the Hearing Officer, Executive Director, Administrative Attorneys, Legal Case Manager, Policy Advisors and other staff of the Commission on the application of regulatory laws and statutes to Commission policies, powers, duties, precedents, and procedures.
- Reviews and approves Commission notices, orders, notices of agenda meetings, regulations, legislation and other legal documents prepared by Commissioners, administrative attorneys and the legal case manager.
- Serves as legal counsel to the Commission in all public meetings, and addresses issues related to Nevada's open meeting law and public records law.
- Reviews and revises as necessary the Commission's administrative procedures to assure compliance with the Administrative Procedures Act as well as other statutes and regulations applicable to the Commission.
- Reviews, develops, and oversees the work product of the division, including that of the assistant general counsels.
- Acts as liaison between the Commission and various entities, including but not limited to other state entities such as the Office of the Attorney General, the Nevada Legislature and the Office of the Governor, which may include the preparation of testimony and presentations.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must have a high degree of organizational professionalism, leadership abilities, and excellent oral and written communication skills. Must be able to work with a broad range of people and objectively engage in work procedures, products or processes. Must be able to direct, mentor and motivate division personnel; research, analyze, produce, review and edit division work product; and compile and summarize information, prepare correspondence and periodic or special reports related to assignments. Must be available for travel (typically up to 15% of the time).

NORTHERN NEVADA OFFICE
1150 East William Street
Carson City, Nevada 89701-3109
(775) 684-6101 • Fax (775) 684-6110

<http://puc.nv.gov>

SOUTHERN NEVADA OFFICE
9075 West Diablo Drive, Suite 250
Las Vegas, Nevada 89148
(702) 486-7210 • Fax (702) 486-7206

Minimum Qualifications:

Graduation from an accredited law school and active membership in the Nevada State Bar and five or more years of increasingly responsible experience as a practicing attorney, with at least three years experience in administrative and/or utility regulatory law that includes litigation experience, or with a regulatory consulting firm with emphasis on administrative law that includes litigation experience. Professional level administrative and supervisory experience of attorneys in a law office or legal department preferred.

Approx. Annual Salary Up To \$121,725 (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.) Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance development and budget availability.

Benefits: The State benefits package includes enrollment into the Public Retirement System (www.nvpers.org), a choice of health insurance plans (www.pebp.state.nv.us), eleven paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

Position Location: The position will be located in Carson City.

Resumes Will Be Accepted Until: 12:00pm on August 12, 2016.

Submit Cover Letter, Writing Sample and Resume / Direct Inquiries To:

Bre Potter

Public Utilities Commission

Email bpotter@puc.nv.gov

In subject line please reference: **Chief Attorney-General Counsel**

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Posted: 07/21/16