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PUBLIC UTILITIES COMMISSION

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Executive Director

Unclassified Job Announcement

Administrative Attorney (Legal Case Manager)

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Legal Case Manager for the Commission's Office of the General Counsel. This is an unclassified, at-will, full-time exempt position within the State of Nevada.

About the PUCN: The PUCN is a quasi-judicial regulatory agency that, among other duties, ensures investor-owned utilities comply with all applicable state and federal laws. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Positions Key Areas of Responsibility:

- Reviews all filings received by the Commission for completeness and compliance with Nevada statutes and administrative codes.
- Drafts legal notices and orders, as well as other legal documents for the Commission.
- Communicates with the general public and representatives of current and prospective public utilities.
- Provides, as appropriate, information to interested parties relating to procedural compliance with the NRS and NAC.
- Interprets relevant laws, regulations, policies, and procedures as they apply to specific issues within the Commission's purview.
- Performs legal research and prepares memoranda.
- Provides preliminary legal advice to Commissioners and Hearing Officer.
- Provides support to the Commission for legislative hearings and inquiries, including preparing and presenting testimony to legislative committees.
- Makes presentations to various state, local, and federal agencies.
- May be expected to perform additional job-related duties and to have or develop additional job-related knowledge and skills.

Skills Required:

Must be highly professional, well-organized, and self-motivated. 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 or reports related to assignments; and contribute effectively to the accomplishment

of team or agency objectives. Must possess skill in effective written and verbal communication; the ability to communicate with the general public and representatives of public utilities and other parties who appear before the Commission; the ability to collaboratively complete writing assignments; and the ability to plan, prioritize, and execute timelines. Must be available for travel (typically up to 10% of the time).

Minimum Qualifications:

Graduation from an accredited law school. Membership in the Nevada State Bar desirable.

Approx. Annual Salary Up To \$77,483 (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.)

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: Friday, June 14, 2019.

Submit Cover Letter and Resume / Direct Inquiries To:

Breanne Potter, Commission Secretary

Public Utilities Commission

Email bpotter@puc.nv.gov

In subject line please reference: **Legal Case Manager**

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