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Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

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Commissioner

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Commissioner

STEPHANIE MULLEN
Executive Director

Unclassified Job Announcement

SR ATTORNEY (ASSISTANT GENERAL COUNSEL)

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Assistant 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 Position's Key Areas of Responsibility:

- Provides legal advice to commissioners, hearing officers, administrative attorneys, and administrative personnel.
- Researches legal issues and drafts internal memoranda; designs and implements agency policies/procedures consistent with Nevada's Administrative Procedure Act, Public Records Act, Open Meeting Law, Ethics in Government Law, and State Personnel System, as well as the Americans with Disabilities Act and federal employment law.
- Drafts public briefing memoranda, presents recommendations to the Commission, and drafts resulting orders.
- Represents the Commission in state and federal courts; develops litigation strategies; engages in settlement negotiations; drafts pleadings; presents oral arguments.
- Responds to public records requests and Open Meeting Law complaints.
- Monitors and drafts legislative proposals; represents the Commission in legislative meetings; testifies during hearings.
- Provides legal counsel regarding employment and personnel matters; participates in interviewing and hiring.
- Monitors and participates in federal regulatory proceedings.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

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

Skills Required:

Must be highly professional, well-organized, self-motivated, and possess leadership skills. 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 the team or agency goals, objectives, and activities. Must possess skill in effective written and verbal communication. Required skills also include planning, prioritizing, and executing timelines without the need for supervision. Must be available for travel (up to 10% of the time).

Minimum Qualifications:

Graduation from an accredited law school, active membership in the Nevada State Bar, and two years of experience as an attorney.

Salary: Salary reflecting retirement (PERS) contributions by both the employee and the employer is up to \$113,436 (\$99,505 for employer only contribution). Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education.

Benefits: The State benefits package includes enrollment in the Public Employees' 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.

Application Deadline: Application materials will be accepted until recruitment needs are satisfied. This position will begin on December 1, 2017.

Submit Cover Letter, Writing Sample, and Resume to:

Bre Potter

Public Utilities Commission of Nevada

Email bpotter@puc.nv.gov

In subject line please reference: **Assistant General Counsel Position**

Posted: 9/11/17