



JOE LOMBARDO
Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

HAYLEY WILLIAMSON
Chair

C.J. MANTHE
Commissioner

TAMMY CORDOVA
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 counsel to commissioners and hearing officers regarding pending cases.
 - Reviews, edits, and assists in drafting orders and other documents.
 - Researches legal issues and drafts internal memoranda.
 - Drafts public briefing memoranda and presents recommendations during open meetings.
- Provides legal counsel to the Executive Director and agency staff, and performs appropriate supporting functions.
 - Advises regarding employment and labor issues, contracts, and other administrative matters.
 - Assists in designing and implementing 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.
 - Responds to public records requests and Open Meeting Law complaints.
- Represents the PUCN in state and federal courts; develops litigation strategies; engages in settlement negotiations; drafts pleadings; presents oral arguments.
- Monitors and drafts legislative proposals; represents the Commission in legislative meetings; testifies during hearings.
- Monitors and participates in state, federal, regional, and local proceedings/forums addressing issues that affect utility service in Nevada.
- Assists in the mentorship and professional development of entry-level attorneys.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must be highly-professional, ethical, well-organized, and self-motivated. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with legal staff, engineers, auditors, and economists. Must possess: the ability to compile and summarize information; effective communication skills, including strong writing skills; the ability to collaboratively complete writing assignments; and the ability to plan, prioritize, and execute timelines.

- Ability to evaluate, analyze, and interpret complex legal, financial, and technical issues/evidence and materials in a limited time frame.
- Ability to formulate logical and objective solutions. Ability to make appropriate recommendations based on relevant laws and regulations, and analysis of policies, precedents, current circumstances, and possible consequences.
- Ability to clearly, concisely, and accurately articulate facts, analyses, and conclusions of law in writing.
- Ability to communicate effectively and diplomatically, both orally and in writing, with persons from a variety of social, economic, and educational backgrounds.
- Ability to maintain confidentiality of sensitive information.

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 \$136,113 (\$116,602 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), twelve 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: This position will be located in Carson City or Las Vegas.

Application Deadline: Applications will be accepted until recruitment needs are satisfied.

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: 08/04/23