



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

515 East Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0170 | Fax: (775) 684-0188

UNCLASSIFIED JOB ANNOUNCEMENT

Attorney, Purchasing

WORKING TITLE: Procurement & Contracting Legal Counsel

The Department of Administration, Purchasing Division is seeking qualified applicants for the position of Procurement & Contracting Legal Counsel.

About State Purchasing:

State Purchasing is a division under the Department of Administration responsible for the State's largest procurement and contracting initiatives. The division ensures compliance to Nevada Revised Statute (NRS), Nevada Administrative Code (NAC) and state regulations as outlined in [NRS 333](#) & [NAC 333](#) and polices as it relates to purchasing and contracting. For more information on State Purchasing please visit <http://purchasing.nv.gov>.

The Position's Key Areas of Responsibility:

- Provide legal advice to the Administrator and procurement staff
- Review solicitations and contracts to ensure adherence to Nevada law and procurement policies, conferring with the Attorney General's Office as needed/required
- Manage legal reviews and provide procurement related legal support services
- Provide statute interpretation services for procurement functions, conferring with the Attorney General's Office as needed
- Support state procurement teams
- Manage the supplier protest process
- Review and revise legal documents to ensure compliance with Nevada and federal law while ensuring industry best practices

Required Skills:

Must be highly professional, well organized, self-motivated and demonstrate an ability to lead by example. Qualified candidates will need to have experience in contracting and/or procurement law with the ability to work independently with minimal supervision as well as in a team environment. This position will be required to collaborate with other colleagues inside and out of the State. Success in this position requires a deep understanding of procurement and contracting and the ability to translate complex, legal terminology for non-legal stakeholders. Candidates must be available to travel up to 25% of the time.

Minimum Education: Graduation from an accredited four year college or university and graduation from an accredited law school.

Salary:

Salary reflecting retirement contributions (PERS) by both the employee and the employer is up to \$101,495 (\$89,030 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 available including a deferred compensation program.

Position Location:

Carson City, NV

Application Deadline:

Applications will be accepted until recruitment needs are satisfied.

Submit Cover Letter and Resume to:

Jennifer Thomas

State of Nevada, Purchasing Division

Email: j.thomas@admin.nv.gov

In subject line please reference: Procurement Legal Counsel Position

Phone: 775-684-0187

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.

The State of Nevada is an Equal Opportunity Employer.