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STATE OF NEVADA

JOSEPH "JD" DECKER
Administrator

BRUCE BRESLOW
Director



RAY FIERRO
Deputy Administrator

**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
1301 North Green Valley Pkwy Ste 160
Henderson, NV 89074**

**Unclassified Job Announcement
Updated: July 24, 2017**

DIVISION COUNSEL ATTORNEY

The Department of Business and Industry, Division of Industrial Relations Legal Department is seeking qualified applicants for the position of Division Counsel Attorney. This is an unclassified, at-will, full-time exempt position within the State of Nevada.

POSITION SUMMARY: The Division Counsel Attorney position is within the Division of Industrial Relations, Legal Department in Henderson, Nevada. This position primarily supports the Workers' Compensation Section. This support includes Uninsured Employer Claims; account determinations and appeals; administrative fines; benefit penalties and bankruptcy proceedings. The incumbent will conduct legal research, provides legal advice and represents the Division of Industrial Relations and its Sections in administrative law tribunals, District Court, the Nevada Supreme Court, U.S. District Court, District of Nevada and U.S. Bankruptcy Court. Must be available for travel (up to 25% of the time).

SALARY AND BENEFITS: Salary range is up to \$101,495.00 (Employer/Employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, State retirement benefits, and eleven paid holidays. Other optional benefits are available, including a deferred compensation package.

POSITION RESPONSIBILITIES:

- Provide legal research, legal opinions and advice to the Division's Administrator, Deputy Administrator and the five Chief Administrative Officers of the Division in all administrative, contractual, legislative, regulatory and litigation matters, as assigned.
- Represent the Agency and its five Sections in administrative, legislative and judicial forums, as assigned.
- Ability to communicate effectively and persuasively orally and in writing.
- Ability to effectively litigate contested matters in administrative tribunals, District Courts, Nevada Supreme Court and U.S. Bankruptcy Court.
- Knowledge of Federal and State OSHA programs and statutory requirements.

- Knowledge of Nevada Workers' Compensation statutes and regulations.
- Knowledge of Mine Safety.
- Knowledge of Safety, Consultation and Training.
- Knowledge of Mechanical Compliance Section duties and responsibilities.
- Knowledge of NRS 233B hearing procedures and requirements for enacting regulations.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school and active member in good standing with the Nevada State Bar and admitted to U.S. District Court, District of Nevada.

POSITION LOCATION: The position will be located in Henderson, Nevada.

APPLICATION DEADLINE: Application materials will be accepted until recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME TO:

Blanca Villarreal-Rodriguez
Administrative Assistant 4
Division of Industrial Relations
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