

**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR****Announces a Recruitment for the Position of
ADMINISTRATIVE LAW JUDGE**

RECRUITMENT: The State Department of Business & Industry is seeking a qualified applicant to act as an Administrative Law Judge. This is an open competitive recruitment, open to all qualified persons.

AGENCY RESPONSIBILITIES: The Department of Business and Industry is a diverse organization that is comprised of 14 unique divisions: Athletic Commission, Attorney for Injured Workers, Dairy Commission, Employee Management Relations Board, Financial Institutions Division, Housing Division, Division of Industrial Relations, Division of Insurance, Labor Commissioner, Manufactured Housing Division, Real Estate Division, Taxicab Authority, Nevada Transportation Service Authority, and Mortgage Lending Division. The Department's mission is to encourage and promote growth and development of business within the State of Nevada, while protecting the public through fair and consistent regulation of business and industrial enterprises in accordance with Nevada Revised Statutes.

POSITION RESPONSIBILITIES: The Department is seeking an Administrative Law Judge (ALJ) to conduct formal and informal evidentiary hearings involving contested cases under the Nevada Administrative Procedure Act (NAPA), Chapter 233B of the Nevada Revised Statutes (NRS), and other hearing and/or Alternative Dispute Resolution (ADR) statutes that are applicable to the Department and its Divisions. The ALJ will preside over formal and informal evidentiary hearings and appeals and ensure the development of a complete and accurate record of the proceedings and render proposed decisions, rulings, or orders based on the proceedings. The ALJ will provide a resource for timely, impartial, and objective adjudication of administrative actions for certain Divisions within the State of Nevada Department of Business and Industry (Department.)

QUALIFICATIONS/REQUIREMENTS:

- Licensed attorney, arbitrator, mediator and/or individual who is legally and/or professionally trained and proficient in administrative procedure and the conduct of administrative proceedings, and/or proficient in other types of dispute resolution proceedings or hearings; and
- One year of experience conducting formal or informal evidentiary hearings in the capacity of Judge, Administrative Law Judge, Presiding Officer, Arbitrator, Mediator, Hearing Officer, or Impartial Referee; or
- Five years of experience in the practice of law or other professional capacity, which shall have included at least two years' experience in the presentation of evidence and the

examination of witnesses before a trial court or quasi-judicial administrative body.

APPROXIMATE ANNUAL SALARY:

Up to \$106,904.00 plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual Payment for services will be made at the rate of \$100.00 per hour, billed in 1/10th of an hour increments based on assigned cases. With pre-approval of the contract monitor, the ALJ, Hearing Officer, or Impartial Referee may be reimbursed for travel e.g., mileage, airfare, ground transportation, etc., and per diem allowance in accordance with the State of Nevada travel policy. Travel time is not billable.

LOCATION/TRAVEL: Typical hearing location will be at the Sawyer Building located at 555 E. Washington Avenue, Las Vegas, Nevada, 89101. Periodic in-state travel may be required.

RESUMES WILL BE ACCEPTED UNTIL: September 11, 2013, at 5:00 p.m.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Chrissy Miller, Personnel Analyst
Agency HR Services
100 N. Stewart St, Suite 230
Carson City, NV 89701
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