



555 Wright Way  
Carson City, Nevada 89711-0900  
Telephone (775) 684-4368  
www.dmvnv.com

UNCLASSIFIED POSITION ANNOUNCEMENT:

**ADMINISTRATIVE LAW JUDGE**

The Nevada Department of Motor Vehicles is proud to announce the Career Opportunity of Administrative Law Judge. This position, located within the Directors Office, is physically located at the Department of Administrative Hearings Office, 2701 East Sahara Avenue, Las Vegas Nevada.

**POSITION:** The Administrative Law Judge is responsible for the interpretation of State and Federal Laws and Departmental Regulations as they apply to Motor Vehicle activities. In this capacity, the Administrative Law Judge oversees the adjudicative process which may include public hearings relative to proposed revisions of the Nevada Administrative Code.

The caseload of the Administrative Law Judge includes but is not limited to contested DUI cases; denial, suspension, revocation and cancellation of driver's licenses; uninsured vehicle accidents; violations of the Vehicle Code and vehicle registration suspensions, as well as automobile manufacturer and dealer franchise modification cases; surety bond claims; licensing of auto body shops, emission control stations, driving instruction schools, hazardous material transporters and the issuing of special use fee permits to motor carriers.

**QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Graduation from an accredited law school and one year of experience as a practicing attorney; OR Bachelor's degree from an accredited college or university with major coursework in administrative law, business administration or closely related field and four years of professional experience adjudicating disputes requiring interpretation of rules, regulations or laws; OR an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

Working knowledge of: administrative law; proper administrative procedure in a quasi-judicial setting; judicial writing techniques. Ability to: conduct complex and/or difficult adjudicative hearings; analyze information, practices and procedures for a variety of unrelated program areas to formulate logical and objective solutions; make appropriate decisions based on related laws and regulations, an analysis of policy, precedents, current circumstances, and possible consequences; write legal decisions and opinions clearly, concisely and accurately based on facts and conclusions of law; interpret laws, regulations policies, procedures, legal documents and medical reports; work independently with a minimum of supervision; effectively communicate with persons from a variety of social economic, educational levels, both verbally and in writing; coordinate and schedule work assignments by determining the time, place and sequence of



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actions to be taken; establish priorities which accurately reflect the relative importance of job responsibilities;

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: State and federal laws pertaining to hearings within the agency; various functions; practices and procedures of different divisions within the DMV in order to conduct administrative hearings for a variety of unrelated programs.

**SALARY:** Salary range is \$95,650 - \$106,904 based on the employee/employer paid retirement plan. State of Nevada unclassified employees enjoy the ability to participate in the Public Employees Benefits Program which offers comprehensive medical, dental and vision coverage as well as paid sick and annual leave.

**LOCATION:** Las Vegas, Nevada

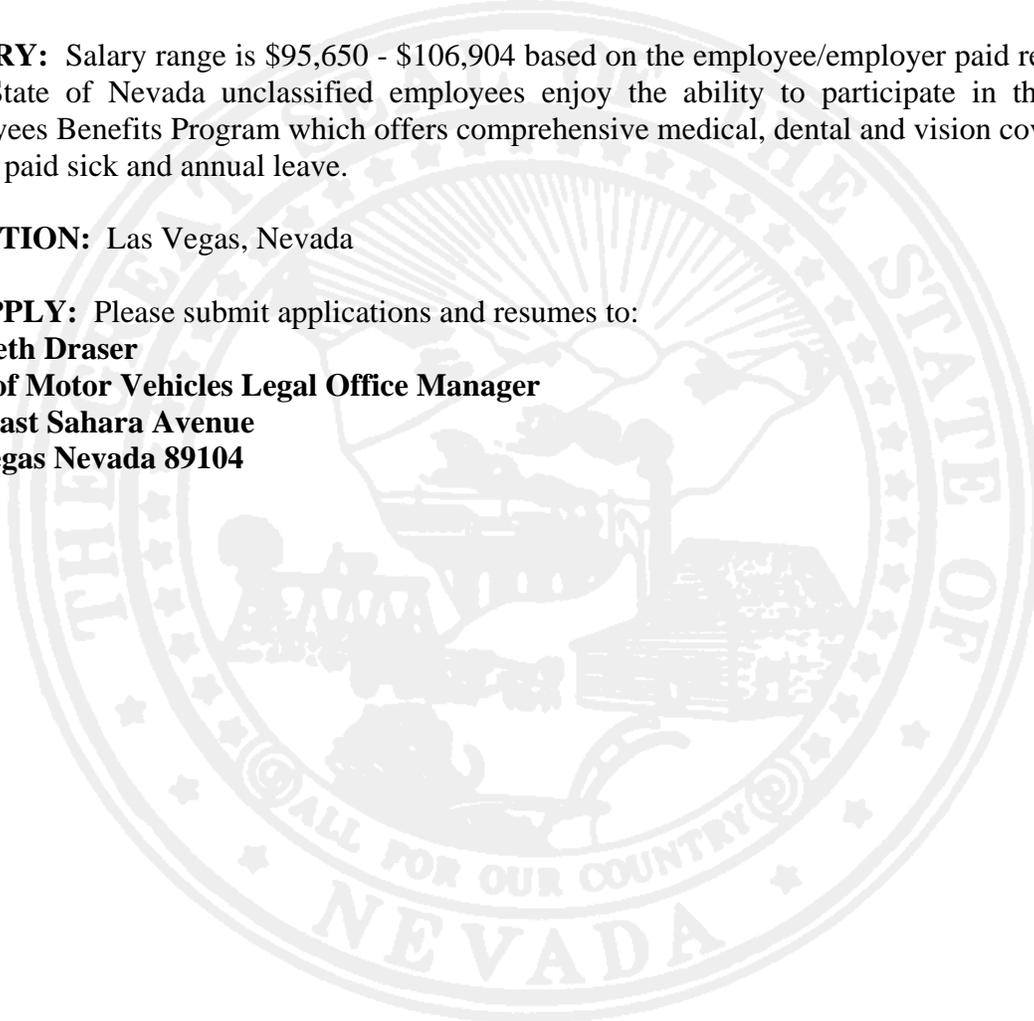
**TO APPLY:** Please submit applications and resumes to:

**Elizabeth Draser**

**Dep't of Motor Vehicles Legal Office Manager**

**2701 East Sahara Avenue**

**Las Vegas Nevada 89104**



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