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STATE OF NEVADA

PUBLIC UTILITIES COMMISSION

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Commissioner

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Executive Director

Unclassified Job Announcement

ATTORNEY/LEGAL CASE MANAGER

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Attorney/Legal Case Manager for the Regulatory Operations, Staff Counsel Division. This is an unclassified full-time exempt position within Nevada State Government.

About the PUCN: The PUCN is a regulatory agency that ensures investor-owned utilities comply with laws enacted by the Nevada Legislature. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Positions Key Areas of Responsibility:

- Interprets relevant laws, regulations, policies and procedures as they apply to specific issues.
- Makes fair and impartial recommendations based on facts and conclusions of the law.
- Provides legal advice to the Staff Counsel Division in any or all of the following areas: legal research, drafting, formatting and finalizing legal pleadings and correspondence; and litigation support.
- Reviews compliance orders to assist in closing stipulated/dismissed/litigated cases.
- Maintains the pleading and research management system which tracks fact patterns, issues and case strategies, emails and documents related to cases, and custom information for document assembly.
- 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, well-organized, self-motivated, and possess leadership skills. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other legal staff, engineers, auditors, and economists; compile and summarize information and prepare correspondence, periodic or special reports related to assignments; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. Must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Must be available for travel (typically up to 25% of the time).

Minimum Qualifications:

Graduation from an accredited law school. Membership in the Nevada State Bar desirable.

Approx. Annual Salary Up To \$71,603 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.)

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance development and budget availability.

Benefits: The State benefits package includes enrollment into the Public 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 also available, including a deferred compensation program.

Position Location: The position will be located in Las Vegas.

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied

Submit Cover Letter and Resume / Direct Inquiries To:

Lisa Alfred

Public Utilities Commission

Email lisaalfred@puc.nv.gov

In subject line please reference: **Attorney/Legal Case Manager**

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.

Posted: 02/18/16