



**DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF THE DIRECTOR**

**UNCLASSIFIED JOB ANNOUNCEMENT**

**DIVISION COUNSEL  
UNCLASSIFIED (EXEMPT)**

**Posted: February 8, 2016**

**RECRUITMENT:**

This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Division of Industrial Relations Administrator, reporting to Senior Division Counsel.

**AGENCY RESPONSIBILITIES:**

The Division of Industrial Relations, an agency of the State of Nevada, seeks a highly motivated, public-service minded, Associate Division Counsel. This Division promotes the health and safety of Nevada employees and ensures injured employees receive all benefits to which they are entitled and is comprised of five units: Workers' Compensation, Nevada Occupational Safety and Health Administration (OSHA), Mine Safety and Training Section (MSATS), Safety Consultation and Training Section (SCATS) and the Mechanical Section. NRS 232.660 Allows the Administrator to appoint one or more legal counsel to provide services as are needed for assistance in administering the laws and the prosecution of all claims and or actions relating to labor and industrial relations. The Division maintains offices in Carson City, Henderson, and Reno, with additional offices for the Mine Safety and Training Section in Elko, Tonopah, and Winnemucca.

**APPROXIMATE ANNUAL SALARY:**

Up to \$96,607.00 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.*)

**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 leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position is responsible for representing the agency's interests before Federal and State Courts, including District Court and the Nevada Supreme Court. This individual is also responsible for representing the agency in Nevada Workers' Compensation issues brought before the Department of Administration Hearings and Appeals; OSHA cases brought before the OSHA Review Board, as well as working with the Nevada Legislature as required. Division Counsel may also develop draft legislation, regulations, contracts and advisory opinions for the agency. The Division's regulatory responsibilities include occupational safety and health and workers' compensation.

**TO QUALIFY:**

This attorney position primarily supports the Workers' Compensation Section which includes Uninsured Employer Claims Account determinations, appeals, administrative fines and benefit penalties and bankruptcy proceedings. Successful applicants will demonstrate the following:

- Candidates must be an attorney admitted to practice law in Nevada and be in good standing with the State Bar. Nevada Bar required.
- Experience in administrative proceedings involving Nevada Workers' Compensation and/or Nevada Occupational Safety and Health is highly desired.
- The successful applicant must be able type, compose and edit documents using Microsoft *Word*®.
- Travel may be required up to 25%.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Donald C. Smith, Esq.  
Senior Division Counsel  
Division of Industrial Relations  
[donaldcsmith@business.nv.gov](mailto:donaldcsmith@business.nv.gov)  
Fax: 702-486-9071

In subject line please reference: **Division Counsel**

**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.*