



BRIAN SANDOVAL
Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

JOSEPH C. REYNOLDS
Chairman

PAUL A. THOMSEN
Commissioner

ANN PONGRACZ
Commissioner

STEPHANIE MULLEN
Executive Director

Unclassified Job Announcement

GENERAL COUNSEL

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of General Counsel. This is an unclassified, at-will, full-time exempt position within the State of Nevada.

About the PUCN: The PUCN is a quasi-judicial regulatory agency that, among other duties, ensures investor-owned utilities comply with all applicable state and federal laws. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Position's Key Areas of Responsibility:

- Oversees all legal matters before the Commission, including representation of the PUCN in litigation and appellate matters before state and federal courts, proceedings before the Nevada State Legislature, and other regulatory bodies.
- Provides legal advice to the PUCN, including individual Commissioners, Hearing Officer(s), the Executive Director, Administrative Attorneys, Legal Case Manager, Policy Advisors and other Staff of the PUCN.
- Reviews all legal notices, orders, agendas, regulations, legislation, and other legal documents prepared by the PUCN.
- Serves as legal counsel to the Commission in all public meetings, and ensures compliance with Nevada's Open Meeting Law, Public Records Act, and Administrative Procedures Act, and all other applicable laws, regulations, and policies.
- Advises the PUCN on ethics obligations and judicial procedures.
- Supervises the work product of Assistant General Counsels and Administrative Attorneys.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must have a high degree of organizational professionalism, leadership abilities, and excellent oral and written communication skills. Must be able to work with a broad range of people and objectively engage in work procedures, products, and processes. Must be able to direct, train, and mentor legal personnel; research, analyze, produce, review and edit division work product; compile and summarize information, and prepare correspondence and periodic or special reports related to assignments. Must be available for travel, as required.

Minimum Qualifications:

Graduation from an accredited law school, active membership in the Nevada State Bar, and five (5) or more years of experience as a practicing attorney, with at least three (3) years of experience in administrative and/or courtroom litigation.

NORTHERN NEVADA OFFICE
1150 East William Street
Carson City, Nevada 89701-3109
(775) 684-6101 • Fax (775) 684-6110

<http://puc.nv.gov>

SOUTHERN NEVADA OFFICE
9075 West Diablo Drive, Suite 250
Las Vegas, Nevada 89148
(702) 486-7210 • Fax (702) 486-7206

Salary: Salary reflecting retirement (PERS) contributions by both the employee and the employer is up to \$121,725 (\$106,776 for employer only contribution). Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education.

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 Carson City.

Application Materials Will Be Accepted Until: 5:00 p.m. on October 21, 2016.

Submit Cover Letter, Writing Sample, and Resume To:

Joe Reynolds, Chairman
Public Utilities Commission of Nevada
C/O Bre Potter, Commission Secretary
Email bpotter@puc.nv.gov

In subject line please reference: **General Counsel Position**

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: 10/07/16