

Brian Sandoval
Governor



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Director

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Northern Nevada:
Hearing Office
1050 E. Williams St. Ste. 400
Carson City, Nevada 89701
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1050 E. William St. Ste. 450
Carson City, Nevada 89701
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Hearings Division
<http://hearings.state.nv.us/>

Southern Nevada:
Hearing Office
2200 S. Rancho Drive, Ste. 210
Las Vegas, Nevada 89102
(702) 486-2525 | Fax (702) 486-2879

Appeals Office
2200 S. Rancho Drive, Ste. 220
Las Vegas, Nevada 89102
(702) 486-2527 | Fax (702) 486-2555

UNCLASSIFIED JOB ANNOUNCEMENT

HEARING OFFICER

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants.

APPROXIMATE ANNUAL SALARY:

Up to \$71,603 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:

Hearing Officer responsibilities include cases related to Workers Compensation pursuant to NRS 616C, and Victims of Crime appeals pursuant to NRS 217. Decisions issued are subject to review by the Appeals Officer. This is a position that is expected to perform with a high degree of skill, responsibility, and self-motivation. The person chosen for the position will have superior legal research and writing skills, a fully-developed public speaking ability, and knowledge of administrative court procedures and rules of evidence. They will also have excellent communication and time management skills, and good interpersonal skills.

As provided in NRS Chapter 284, Hearing Officers are responsible for convening hearings, communicating with all involved parties as necessary, conducting the hearings, issuing written orders and decisions, and preparing finalized written determinations.

TO QUALIFY:

Candidates should have a Bachelor's Degree or the equivalent combination of education and experience.

POSITION LOCATION: Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL:
AUGUST 21, 2015**

(Please note that 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:

Email to: LJasso@admin.nv.gov

or hardcopies can be mailed to:

Department of Administration

Hearings Division

2200 South Rancho Drive

Las Vegas, NV 89101

Attn: Lino Jasso

702-486-2525

In the subject line, please provide your last name and reference: Hearing Officer.

The State of Nevada is an Equal Opportunity Employer