



BRIAN SANDOVAL  
*Governor*

## NEVADA GAMING CONTROL BOARD

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A.G. BURNETT, *Chairman*  
SHAWN R. REID, *Member*  
TERRY JOHNSON, *Member*

October 24, 2016

### Hearings Officer

The Nevada Gaming Control Board (Board) is accepting applications from internal and external qualified applicants for the position of **Hearings Officer**. This is an unclassified position.

#### **The Position:**

Under administrative direction, conducts hearings and submits recommended decisions to the Board regarding disputes between players and licensed gaming establishments on all licensed gambling games and devices; conducts hearings and submits recommended decisions to the Board concerning persons whose applications for a gaming employee registration have been denied because of an objection by the Board; and performs related work as required.

- Reviews filing dates and status upon receiving requests for hearings to determine jurisdiction in hearing a case;
- Reviews subject matter of case and may refer file to the appropriate Agent for any necessary updating or additional investigation;
- Schedules hearings;
- Presides at hearing and conducts them in a manner allowing all parties due process;
- Reviews the transcript, testimony, documentary evidence, any electronic media and exhibits entered at the hearing;
- Prepares a recommended decision and submits it to the Board with a complete copy of the hearing record for the Board's review and decision;
- Prepares files under appeal to the Nevada Gaming Commission and follows the file through the appeal process providing any additional information as necessary;
- Prepares files under appeal for the District Court under Judicial Review and assists the Attorney General's Office as required;
- Assists the Board's staff in training and preparing procedures for compliance with the hearing process;
- Assists the Professional Standards Office through the administration of Computer Voice Stress Analyzer (CVSA) examinations of applicants for peace officer positions within the Enforcement Division as defined by Nevada law;
- Provides support to the Board as the Directive/Procedure Coordinator under the provisions of the Board's Human Resources Manual. Are credentialed as a Certified Voice Stress Analyzer (CVSA) by the National Institute for Truth Verification (NITV);
- Travel for extended periods of time occasionally.

Applicants will be screened for possession of the following through written, oral, performance or other evaluation procedures.

- Knowledge of due process as applied to administrative law;
- Knowledge of Federal and State Civil Procedure Acts as applied to administrative hearings;
- Ability to objectively and promptly analyze issues;
- Ability to effectively communicate orally and in writing;
- Ability to work without close supervision;
- Ability to participate in a peer review process of recommended decisions.

### **Minimum Skills/Qualifications:**

Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, economics, finance, criminal justice or other applicable degree and four years of experience with an organization making determinations or adjudicating issues through application and interpretation of rules, regulations and law, or in the conduct of formal fact-finding hearings; or an equivalent combination of education and work experience. Both education and experience can be substituted on a year for year basis.

Preference will be given to applicants, who possess a Juris Doctorate from an accredited institution and a license (active and in good standing) to practice law in Nevada.

The following additional requirements may be acquired on the job and/or needed to perform the work assigned.

- Knowledge of the Gaming Control Act and Regulations as applied to casino/patron disputes and gaming employee registrations;
- Knowledge and understanding of licensed games and devices;
- Ability to schedule, conduct and control a fair hearing; ability to deal firmly, effectively, courteously and professionally with all parties to hearings;
- Ability to write a recommendation for each hearing incorporating findings of fact as statutorily required.
- Attend and successfully complete the National Judicial College class "Administrative Law: Fair Hearing". Are credentialed as a Certified Voice Stress Analyzer (CVSA) by the National Institute for Truth Verification (NITV).
- Become credentialed as a Certified Voice Stress Analyzer (CVSA) by the National Institute for Truth Verification (NITV).

### **Background Investigation:**

A background investigation may be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Board employee.

### **Location:**

The Hearings Officer position is located in Las Vegas. May require travel and work other than normal business hours.

**Salary:** Employee paid – up to \$84,578 Employee/Employer paid – up to \$96,419

### **How to Apply:**

All applicants meeting the minimum qualifications are eligible to apply for this position and may do so by completing an application on the Nevada Gaming Control Board website @ [www.gaming.nv.gov](http://www.gaming.nv.gov). Only applications submitted through the Board's website will be accepted. Please include a cover letter explaining your interest in and qualifications for the position as well as a resume along with your online application.

Applications will be accepted on this recruitment through Noon Friday November 04, 2016.

**The Nevada Gaming Control Board is an equal opportunity employer.**