

Brian Sandoval
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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

Solicitation Announcement

Special Appeals Officer – Nevada Licensed Attorney

Recruitment: The Governor of the State of Nevada, through the Department of Administration Hearings Division, is soliciting resumes and supplemental information from Nevada licensed attorneys for Special Appeal Officer positions in Northern and Southern Nevada. Contracts awarded as a result of this solicitation will be for a two-year period.

Hearings assigned to these positions are primarily conducted in Carson City and Las Vegas but may be held in other locations throughout the State such as Lovelock, Elko, and Ely. (Appeal Officers do not need to be available in all areas to be considered.)

The contract rate for services is \$100/hr. (The time required to travel to and from the hearing is not reimbursable. Whenever possible, video conferencing will be used for hearings held outside of the Carson City and Las Vegas areas.) If travel outside of the Carson City or Las Vegas area is required, mileage/airfare and per diem expenses will be reimbursed at the U.S. General Services Administration rate. Billing claims must be submitted at the completion of each case. Appeals Officers must complete the appropriate documents through the Controller's Office to receive payment.

At the time of contract awarding, certain insurance coverage may be required unless waived by the State's Risk Management Division and Attorney General's Office. Additionally, a Nevada State business license issued by the Secretary of State's Office is required.

As the parties to a case will be able to participate in the selection of an Appeals Officer (via a strike list) for specific cases, there is no minimum guarantee of hours. All bills will require review and approval prior to submission for payment.

Position open to: All qualified Nevada licensed attorneys.

Position Summary and Qualifications: The Governor shall appoint one or more Special Appeals Officers to conduct hearings and appeals as required pursuant to NRS 616A to 617. In order to qualify for this position, you must be an attorney who is currently in good standing and has been licensed to practice law before all the courts of State of Nevada for at least two years. Appeals Officers must pay their own State of Nevada Bar dues and must comply with applicable continuing legal education requirements.

Position Characteristics: 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.

Scope of Work: In accordance with NRS 284.091, the Nevada Personnel Commission has appointed the Hearings & Appeals Division to conduct hearings and render decisions provided under Chapter 284 of the Nevada Revised Statutes. To assist in the management of this workload, the Hearings & Appeals Division has requested the appointment of Special Appeal Officers who will contract with the State, through the Hearings & Appeals Division.

The Special Appeal Officer responsibilities will include hearing cases of permanent classified employees related to claims of reprisal or retaliatory action against a State Officer or employee who discloses improper governmental action; appeals of disciplinary actions including dismissals, suspensions, and demotions; and appeals of claims of involuntary transfers. Pursuant to the Nevada Administrative Procedures Act (NRS Chapter 233B), decisions issued are subject to judicial review.

As provided in NRS Chapter 284 and the *Hearing Officer Rules of Procedure*, the Appeal 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.

The Hearings & Appeals Division will provide clerical support; hearing rooms, assistance in coordinating the parties; equipment required to obtain an accurate audio recording of the hearings; and preparation of files for judicial review by District Court, if necessary.

Résumé's will be accepted: Résumés will be accepted until recruitment needs are satisfied. Hiring may occur at any time during the recruitment process.

SUBMIT RESUME'S /DIRECT INQUIRIES TO BOTH:

Please complete the application packet on the Governor's Office website: <http://gov.nv.gov/Boards/Vacancies/>

Please submit your application and résumé to:

Alma Bustamante
HR Liaison, Hearings Division
2200 S. Rancho Drive Suite 220
Las Vegas, NV 89102
(702) 486-2531
E-mail: abustamante@admin.nv.gov

In subject line please reference: **Special Appeals Officer**

Résumés must include a detailed description of education and employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references.

Applications and résumés will be accepted until recruitment needs are satisfied.