



**Nevada Unclassified Position Announcement**  
**Senior Attorney, Department of Employment, Training and Rehabilitation,**  
**Employment Security Division**

The Department of Employment, Training and Rehabilitation, Employment Security Division is seeking qualified applicants for the position of Senior Attorney. This is an unclassified full-time position.

**Recruitment:** This recruitment is open to all qualified persons.

**Annual Salary:** Up to \$107,973 annually. [Salary range reflects retirement (PERS) contribution by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.]

**Location:** The position will be based in Carson City. Travel: due to statewide responsibility, this position requires travel approximately 25% of the time.

**Applications will be accepted:** Until recruitment needs are satisfied.

**The Position:** Counsel will represent the Division in complex Unemployment Insurance tax cases as well as unemployment eligibility cases appealed to the District and Supreme courts. Provide legal counsel to the division on legal and policy issues.

Review and approve notices and legal documents prepared by staff, agency draft agendas, and draft regulations and legislation. Assist in the preparation of testimony for presentation to legislative committees and act as a liaison between the division and various state and federal agencies. Travel is required and necessary.

Prepare legal strategy; formulate data requests, review filings for legal adequacy and content; prepare legal comments, briefs, responses to petitions, draft stipulations, and other legal pleadings; review and coordinate staff responses and requests; review staff testimony and other filings for compliance with Nevada statutes and regulations. Provide other legal support and assistance to division staff as necessary.

This position will work under minimal supervision and is expected to use professional judgment in interpreting and applying guidelines for application to specific cases or problems.

**Preferred Qualifications:**

EDUCATION: Graduation from an accredited law school and active membership in the Nevada State Bar Association; AND

EXPERIENCE: Two years of experience in law which included: 1) analysis, interpretation and implementation of federal or state laws, rules and regulations; 2) testimony in front of a legislative committee, public board or commission; 3) preparing legal strategy; formulating data requests, reviewing filings for legal adequacy and content; preparing legal comments, briefs, responses to petitions, drafting stipulations, and other legal pleadings; 4) supervision of professional or paraprofessional staff; AND

KNOWLEDGE, SKILLS AND ABILITIES: A thorough knowledge of: principles, methods and practices of public administration, management and organization; laws and regulations; preparing legal strategy; formulating data requests, reviewing filings for legal adequacy and content; preparing legal comments, briefs, responses to petitions, drafting stipulations, and other legal pleadings.

**To apply:** Submit a letter outlining your interest and qualifications for this position as they relate to the preferred qualifications. Attach a current resume and three professional references.

**Physical Demands:** This position requires mobility to work in a typical office setting, use standard office equipment and travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. The applicant must speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

**Selection Process:** Application materials will be screened, and those candidates deemed most qualified will be invited to an interview in Carson City, Nevada. (All travel expenses will be the responsibility of the applicant.)

**Submit Resume / Direct Inquiries to:**

Department of Employment, Training and Rehabilitation  
Attention: Allison Wall  
DETR Human Resources  
500 E. Third St. Carson City, NV 89713  
E-mail: [a-wall@nvdetr.org](mailto:a-wall@nvdetr.org)