



**STATE OF NEVADA
DEPARTMENT OF SENTENCING POLICY**

625 Fairview Drive, Suite 121 | Carson City, NV 89701
Phone: (775) 684-7390 | www.sentencing.nv.gov

STAFF ATTORNEY
Unclassified Service
Department of Sentencing Policy
Posted September 18, 2020

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director.

AGENCY RESPONSIBILITIES:

The mission of the Department of Sentencing Policy is to assist the Nevada Sentencing Commission in providing data-driven recommendations for sentencing and corrections policies to the Legislature and support the Commission's oversight of Justice Reinvestment.

The Department is an ambitious and collaborative agency which promotes effective communication as it works with other agencies and stakeholders to accomplish its mission to assist the Commission in developing sentencing and corrections policies.

APPROXIMATE ANNUAL SALARY:

Approximately \$80,680 plus benefits, if **not licensed** to practice law in Nevada.*

Up to \$107,676 depending on experience, plus benefits, if **licensed** to practice law in Nevada.*

(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:

This position will work closely with the Executive Director and the Nevada Sentencing Commission to perform a wide variety of administrative and support functions related to developing policy concerning sentencing and corrections to include:

- Working with criminal justice agencies to collect, aggregate, and report data for the purpose of assisting the Sentencing Commission in developing policy recommendations for sentence and corrections reform.
- Conducting research and writing assignments to facilitate the development of policy related to sentencing and corrections.
- Providing staff support to the Nevada Sentencing Commission and the Nevada Local Justice Reinvestment Coordinating Council which may include answering questions or presenting information in a public meeting.
- Ensuring the Commission and the Coordinating Council complies with the Nevada Open Meeting Law and the Nevada Public Records Act.
- Tracking proposed legislation during each legislative session which may affect the Department, the Commission, or require a policy recommendation or fiscal note from the Department.

MINIMUM QUALIFICATIONS:

Applicants must hold a Juris Doctor degree from an ABA-accredited law school. Applicants need not be licensed to practice law in Nevada but should be willing and able to take the Nevada bar examination at the next available opportunity. Experience or coursework in criminal law and policy development or analysis is desirable. In addition, most competitive applicants should have the following:

- Computer literacy, including but not limited to, the use of Microsoft Office Applications, databases or case management systems and the Internet. Effective English usage including spelling, proofreading, punctuation, and grammar.
- The ability to plan, prioritize and execute multiple work assignments, meet deadlines and work under pressure.
- The ability to work independently with minimal supervision as well as in a team environment.
- With preference given to candidates who have:
 - Knowledge of Nevada's criminal justice system and relevant Nevada Revised Statutes.
 - Experience collecting and analyzing data; and
 - Knowledge of sentencing policies and standards by national and State organizations.

POSITION LOCATION/TRAVEL: The position will be based in Carson City. In-state travel is required.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED: Applicants interested in this position must submit the following: cover letter; resume; and three references. Applications accepted until recruitment needs are satisfied. *An offer of employment will be contingent on the approval of a grant and approval of a work program submitted to the Interim Finance Committee.*

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Sherry Glick
625 Fairview Drive, Suite 121
Carson City, Nevada 89701
sglick@ndsp.nv.gov

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/Staff Attorney NDSP/How you heard about this position

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.