

**COMMISSION ON ETHICS****UNCLASSIFIED JOB ANNOUNCEMENT**

Posted - July 1, 2014

SENIOR INVESTIGATOR**RECRUITMENT OPEN:**

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

AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics provides advisory opinions to public officers and employees and responds to inquiries from the public alleging violations of the Ethics in Government Law (NRS 281A) by public officers and public employees. The Commission engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities and other political subdivisions throughout Nevada.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$65,951 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.)*
The Commission on Ethics maintains a 4-day work week (Monday through Thursday) with ten-hour workdays from 7:00 a.m. to 5:30 p.m.

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough. 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 provides investigative, legal and administrative support primarily to the Commission's Associate Counsel. The successful candidate will be able to manage priorities, adapt to differing work styles and expectations, and accept assignments unrelated to the main job duties.

DUTIES:

1. Provide full range of paralegal services as assigned, including, but not limited to:
 - investigating allegations, documents and testimony;
 - arranging and conducting witness interviews and preparing affidavits;
 - compiling and organizing hearing notebooks and exhibits;
 - scheduling the preparation and attendance of witnesses for hearings and deposition;

- preparing written reports and maintaining records, files and calendars;
 - composing drafts of and filing final legal documents;
 - applying comprehensive knowledge of investigation tools and techniques.
2. Use paperless technology to organize and catalogue voluminous documents.
 3. Compile and organize essential information and exhibits for deposition and hearings.
 4. Provide attorney support generally, including office support and assistance at hearings.
 5. Maintain and update paper and electronic records and files, record and store information, provide information to authorized individuals and maintain security and confidentiality of records and files.
 6. Maintain comprehensive working knowledge of computer applications directly relating to office administration, case management and litigation.
 7. Maintain calendars and track deadlines
 8. Prepare, proofread, format and finalize legal documents.
 9. Undertake general office support duties
 - Participate in telephone and reception duties
 - Maintain proper confidentiality
 - Provide general administrative support, including typing, proofreading, and filing
 - Maintain templates
 - Organize and maintain hard copy and electronic files

TO QUALIFY:

The following experience, traits and skills are required:

1. Demonstrated knowledge of litigation process.
2. Knowledge of methods to find and apply civil procedure and federal and state court requirements, including e-filing, pleading rules, discovery and the subpoena process.
3. Comprehensive skills in computerized investigation and experience in conducting case analysis and witness interviewing.
4. Ability to communicate clearly and effectively both in oral and written form; appropriate business communication style; writing and proofreading skills including grammar and spelling;
5. Professional demeanor and the ability to establish and maintain effective working relationships with employees, management and the general public.
6. Skill in word processing, spreadsheet and database applications.
7. Demonstrated skill in hearing (trial) preparation.
8. Broad knowledge of the legal process, and legal research, including the ability to conduct independent legal research via Lexis and Nevada Law Library.
9. Highly detailed oriented and excellent organizational skills.
10. Ability to prioritize and work under tight deadlines.
11. Familiar, or able to become familiar, with substantive, procedural, evidentiary and/or ethics laws to analyze legal opinions regarding legal questions.
12. Excellent computer skills (Microsoft Office, Outlook, Internet).
13. Independent, reliable, confidential, pride in work and high ethical standards.

The following experience, traits and skills are desired:

Completion of a Bachelor's degree or legal/paralegal education; two years of legal research and document preparation experience including preparation of pleadings and other documents filed in administrative proceedings and/or courts; two years of experience as a Law Clerk or Intern, Legal Researcher, Legal Assistant, Paralegal or Legal Research Assistant in a civil litigation context.

POSITION LOCATION:

Carson City, Nevada

TO APPLY:

SUBMIT A LETTER OF INTEREST, A RESUME, YOUR SALARY REQUIREMENTS and the names and daytime telephone numbers of, and a brief description of your relationship with THREE PROFESSIONAL REFERENCES to:

**Caren Cafferata-Jenkins, Executive Director
Nevada Commission on Ethics**

Via email (preferred method): ncoe@ethics.nv.gov

Via U.S. mail or other delivery: 704 W. Nye Lane, Suite 204
Carson City, NV 89703

Via FAX: 775-687-1279

Applications must be **RECEIVED by 5:00 pm July 15, 2014**. Late applications will not be considered.

The State of Nevada is an Equal Opportunity Employer.