

STEVE SISOLAK  
*Governor*

TERRY REYNOLDS  
*Director*

STATE OF NEVADA



VICTORIA CARREÓN  
*Administrator*

PERRY FAIGIN  
*Deputy Administrator*

**DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS**

**ATTORNEY  
UNCLASSIFIED (EXEMPT)**

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Staff Attorney for the Division's legal team to provide legal services to achieve the agency's mission. This is an unclassified, at-will, full-time position within Nevada State Government.

**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 Administrator of the Division of Industrial Relations.

**AGENCY RESPONSIBILITIES:**

The Division of Industrial Relations is a dynamic agency that ensures the health, safety and well-being of all Nevadans by being a national leader in promoting, monitoring and enforcing workplace safety, mechanical safety, employer compliance and benefit delivery to injured workers. It includes five sections: Workers' Compensation Section; Occupational Safety and Health Administration; Safety Consultation and Training Section; Mine Safety and Training Section; and the Mechanical Compliance Section. NRS 232.660 allows the Administrator to appoint one or more legal counsel to provide services as needed for the Division to administer the laws and to prosecute all claims and/or actions relating to labor and industrial relations.

**APPROXIMATE ANNUAL SALARY:**

Employee/Employer Paid PERS: up to \$107,676 plus benefits

Employer Paid PERS: up to \$93,733 plus benefits

**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 reports to the Sr. Division Counsel for the Division of Industrial Relations.

The Attorney position has the following responsibilities:

- Represent the agency before State and Federal Courts at trial and appellate levels.

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400 West King Street  
Suite 400  
Carson City, NV 89703  
(775) 684-7270

LAS VEGAS  
3360 West Sahara Avenue  
Suite 250  
Las Vegas, NV 89102  
(702) 486-9080

- Represent the agency in Nevada OSHA cases brought before the OSHA Review Board and Workers' Compensation issues brought before the Department of Administration in Hearings Division.
- Draft legislation, regulations, contracts and advisory opinions for the agency.
- Represent the agency at legislative hearings.
- Speak at conferences and other venues on behalf of the Division.
- Advise the Administrator on legal issues affecting the agency.

**TO QUALIFY:**

- Graduation from an accredited four-year college or university and graduation from a law school accredited by the American Bar Association.
- Admission to practice law in Nevada. Candidate must be in good standing with the State Bar.
- Minimum of five (5) years of experience practicing law as a licensed attorney.
- Experience in administrative proceedings. Experience involving Nevada Workers' Compensation appeals and/or Nevada Occupational Safety and Health is highly desired.
- Ability to type, compose and edit documents in Microsoft Word.
- Excellent oral and written communication, management and organizational skills.
- Excellent human relations skills with demonstrated ability to build effective working relationships with staff, opposing counsel and other stakeholders.
- Ability to multitask on a variety of legal issues and cases.
- Ability to respond to media inquiries and public records requests.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

**POSITION LOCATION:** Las Vegas, Nevada

**RESUMES WILL BE ACCEPTED UNTIL:** September 28, 2021

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**TO APPLY:** Please submit a resume, letter of interest, and three professional references at: <https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=4530&company=SONHCM20>

*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.*