



Nevada Division of
WATER RESOURCES

STATE OF NEVADA
Department of Conservation and Natural Resources
Joe Lombardo, *Governor*
James A. Settelmeyer, *Director*
Adam Sullivan, P.E., *State Engineer*

NON-CLASSIFIED POSITION ANNOUNCEMENT

Hearings Analyst (Water Commissioner)

January 31, 2024

The Nevada Department of Conservation and Natural Resources, Division of Water Resources, is seeking qualified applications for the position of **Hearings Analyst (Water Commissioner)** for the Hearings Section. This is a non-classified, full-time position within the Division of Water Resources in **Carson City, Nevada**.

Recruitment: Position is open to all qualified candidates. Applications will be accepted until 5:00pm on Thursday, February 29, 2024.

Qualified individuals are encouraged to apply immediately as hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received, or a hiring decision has been made.

Approximate Annual Salary (DOE):

Employer Paid Retirement	\$54,225.36 - \$80,805.60
Employee/Employer Paid Retirement	\$63,308.16 - \$94,335.84

The position is eligible for the State of Nevada Public Employees Benefit Program (PEBP).

The Position: This position serves as the junior technical staff to the Chief Administrative Law Judge and Supervising Technical Specialist. The Hearings Analyst, with the Chief Administrative Law Judge and Supervising Technical Specialist, will review water right permit files in contested matters to determine the appropriateness of administrative hearings. Responsibilities include coordinating with Division staff for scheduling hearings, conducting informal administrative hearings, and drafting rulings and orders. The role also involves proofreading draft documents, organizing materials and participating in formal hearings. The Hearings Analyst will assist the Chief Administrative Law Judge with the preparation of administrative records for litigation. Additionally, the Hearings Analyst will review public records requests and may act as a backup for responding to such requests and subpoenas.

Minimum Qualifications: I. bachelor's degree from an accredited college or university and two years of legal research experience; **or** six years of legal research or support experience; **or** an equivalent combination of experience and education.

II. Must possess the following basic knowledge, skills, and abilities:

Excellent written and verbal communication skills with the ability to draft clear and concise legal documents and effectively communicate complex legal concepts. Exceptional organizational abilities, with the capacity to manage multiple tasks, prioritize workloads, and meet deadlines in a fast-paced environment. Keen attention to detail to ensure accuracy and precision in document

preparation, and case management. Strong interpersonal skills and the ability to work collaboratively. Proficient in using MS office suite.

III. Must possess and maintain a valid Nevada driver's license.

Training and Experience: *RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED AND SCORED. IT IS VERY IMPORTANT TO PROVIDE A THOROUGH RESPONSE. PLEASE PROVIDE CLEAR, CONCISE AND LEGIBLE RESPONSES.*

1. Describe your experience with interpreting and applying Nevada water law (NRS Chapters 532- 535, and associated NAC).
2. Describe your experience handling large volumes of information, where your attention to detail was crucial and necessary to ensure the accuracy of your findings.
3. Describe your experience with MS Office Suite.

To Apply: *Please indicate how you heard of this position. Submit cover letter, resume, and writing sample (no more than five pages) to:

Nevada Division of Water Resources
901 S. Stewart St., #2002
Carson City, NV 89701
Email: MLFlatley@water.nv.gov

It is the applicant's responsibility to submit a complete resume and provide the requested supplemental information pertaining to Training and Experience. **Incomplete resumes and/or supplemental information may be cause for rejection from consideration.**