



JOE LOMBARDO  
*Governor*

**STATE OF NEVADA**  
**PUBLIC UTILITIES COMMISSION**

HAYLEY WILLIAMSON  
*Chair*

TAMMY CORDOVA  
*Commissioner*

RANDY J. BROWN  
*Commissioner*

STEPHANIE MULLEN  
*Executive Director*

**Unclassified Job Announcement**

**ADMINISTRATIVE ATTORNEY**

The Public Utilities Commission of Nevada (“PUCN”) is seeking qualified applicants for the position of Administrative Attorney for the Office of General Counsel. This is an unclassified, at-will, full-time exempt position within the State of Nevada.

**About the PUCN:** The PUCN is a quasi-judicial regulatory agency that, among other duties, ensures investor-owned utilities comply with all applicable state and federal laws. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

**The Position’s Key Areas of Responsibility:**

- Provides legal advice to commissioners and hearing officers.
  - Interprets and applies relevant statutes, regulations, policies, and procedures.
  - Analyzes and evaluates positions of parties in contested cases addressing complex technical, financial, and legal issues.
  - Explains legal issues and makes recommendations.
- Drafts orders, regulations, reports, and notices.
- Schedules and participates in hearings, workshops, oral arguments, and prehearing conferences. Assists in developing evidentiary records through questioning of expert witnesses.
- Collaborates with policy advisors, presiding officers, and other attorneys to construct legal arguments, recommendations, and resolutions.
- May be expected to perform additional job-related duties and to have or develop additional job-related knowledge and skills.

**Skills Required:**

Must be highly professional, well-organized, and self-motivated. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with engineers, accountants, economists, and other legal staff; compile and summarize information and prepare correspondence or reports related to assignments; and contribute effectively to the accomplishment of objectives. Must possess skill in effective written and verbal communication; the ability to communicate with the general public and representatives of public utilities and other parties who appear before the Commission; the ability to collaboratively complete writing assignments; and the ability to plan, prioritize, and execute timelines.

Must be available for occasional travel.

**Minimum Qualifications:**

Graduation from an accredited law school. Membership in the Nevada State Bar desirable.

**Salary:** Salary reflecting retirement (PERS) contributions by both the employee and the employer is up to \$135,201 (\$115,804 for employer only contribution). Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education.

**Benefits:** The State benefits package includes enrollment in the Public Employees' Retirement System ([www.nvpers.org](http://www.nvpers.org)), a choice of health insurance plans ([www.pebp.state.nv.us](http://www.pebp.state.nv.us)), twelve paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

**Position Location:** This position will be located in Carson City or Las Vegas.

**Application Deadline:** Applications will be accepted until recruitment needs are satisfied.

**Submit Cover Letter, Writing Sample, and Resume to:**

Bre Potter

Public Utilities Commission of Nevada

Email [bpotter@puc.nv.gov](mailto:bpotter@puc.nv.gov)

In subject line please reference: **Administrative Attorney Position**

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