



JOE LOMBARDO
Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

HAYLEY WILLIAMSON
Chair

TAMMY CORDOVA
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 \$121,803 (\$104,328 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), a choice of health insurance plans (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

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

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