



STEVE SISOLAK  
*Governor*

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

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*Commissioner*

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 Commission's Office of the 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 Positions Key Areas of Responsibility:**

- Provides legal advice to commissioners and hearing officers.
  - Interprets relevant statutes, regulations, policies, and procedures as they apply to specific issues.
  - Makes fair and impartial recommendations based on facts and conclusions of law.
- Drafts Commission orders, regulations, reports, and notices.
- Writes legal opinions, which include findings of fact and conclusions of law, clearly, concisely, and accurately. Evaluates, analyzes, and interprets complex technical, financial, and legal issues in a limited time frame.
- 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, auditors, 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 travel (typically up to 10% of the time).

**Minimum Qualifications:**

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

**Approx. Annual Salary Up To \$79,807** (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced gross salary.)

**Benefits:** The State benefits package includes enrollment into the Public 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)), eleven 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:** The position will be located in Carson City.

**Applications Will Be Accepted Until:** Recruitment needs are satisfied.

**Submit Cover Letter and Resume / Direct Inquiries To:**

Breanne Potter, Commission Secretary

Public Utilities Commission

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

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

Posted: 11/10/20