



DEPARTMENT OF BUSINESS AND INDUSTRY  
**NEVADA TRANSPORTATION AUTHORITY**

**Unclassified Position Announcement**

**ADMINISTRATIVE ATTORNEY**

**Recruitment:** The Nevada Transportation Authority (“Authority”) is seeking qualified applicants for the position of Administrative Attorney. This is an unclassified, at will, full-time exempt position within Nevada State government.

**Approximate Annual Salary Up To \$107,676.** 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. Other optional benefits are available, including a deferred compensation package.

**Resumes and Required Information Will be Accepted Until Further Notice or When the Position is Filled:** All resumes and additional information requested will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

**The Position:** As the sole in-house Counsel for the Nevada Transportation Authority, the Administrative Attorney serves as legal advisor to agency commissioners both privately and during administrative hearings and public meetings.

The Administrative Attorney prepares all recommended and final decisions resulting from administrative hearings. Coordinates the implementation of new or amended statutory provisions, by proposing, drafting, and advising on appropriate regulations, and facilitating public participation in the rulemaking process. Assists the members of the regulated community and the public in filing requests for relief. Responds, and coordinates the response of others, to inquiries about the application of statutes and regulations and requests for data or other information. Supervise and review the work performed by legal support staff. Prepare, and coordinate with others on item descriptions, briefings, and Orders for the items to be addressed in the Authority’s General and Special Sessions. Coordinates the administrative hearing process. Serves as an agency liaison to carriers and Transportation Network Companies in the Authority’s regulatory oversight of these entities and their employees and/or driver-partners. Availability for travel may be required.

**Skills Required:** Must be able to work independently with minimal supervision and in a team environment in collaboration with Commissioners, Deputy Commissioner, other agency managers, and certain staff members. Must be able to work with a broad range of people and objectively engage in work procedures, products, or processes. Must have excellent oral and written communication skills and possess a high degree of organizational professionalism and leadership abilities. Must be able to direct, mentor and motivate personnel; research, analyze, produce, review, and edit division work product; compile and summarize information and prepare periodic or special reports related to assignments; and contribute effectively to the successful accomplishment of Authority goals, objectives, and activities. May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

**Minimum Qualifications:** Graduation from an accredited law school and active membership in the Nevada State Bar and three or more years of increasingly responsible experience as a practicing attorney, with at least one year experience in administrative and/or utility regulatory law that includes litigation experience or with a regulatory consulting firm with emphasis on administrative law that includes litigation experience. Additionally, the position requires professional level administrative and supervisory experience in a law office or legal department.

**Position Location:**

Las Vegas or Reno office

**Interviews:** The Authority may schedule interviews with one or more candidates. Interviews may be conducted in person at an Authority office or via teleconferencing.

**Resume and Required Information:** Failure to provide the resume with all the required information will be deemed an incomplete submittal and may not be considered.

1. Cover Letter
2. Resume
3. Recent Unedited and Candidate-Authored Writing Sample
4. Professional References (minimum three)

**TO APPLY:** Please submit to:

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=1893&company=SONHCM20>

***The State of Nevada is an Equal Opportunity Employer and does not discriminate based on race, color, religion or belief, national origin or ancestry, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability. The LCB will not tolerate discrimination or harassment based on any of these characteristics.***