



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

UNCLASSIFIED POSITION ANNOUNCEMENT

Administrative Law Judge

July 22, 2025

The Nevada Department of Conservation and Natural Resources, Division of Water Resources, is seeking qualified applicants for the position of Administrative Law Judge. This is an unclassified, full-time position within the Division of Water Resources located in Carson City, Nevada.

Recruitment: This is an open competitive recruitment, open to all qualified persons. Resumes will be accepted until recruitment need is satisfied.

Approximate Annual Salary (DOE): Up to \$151,108.00

Salary is based on the Employee/Employer Paid Retirement Contribution

The Position:

Under the direction of the State Engineer, Deputy Administrators, and Chief Administrative Law Judge of the Nevada Division of Water Resources, the candidate will support the Hearings Section in all aspects of its work. Responsibilities include reviewing water rights files, particularly in contested matters, to determine—in coordination with the Chief Administrative Law Judge—whether an administrative hearing is appropriate. The candidate will also be responsible for scheduling and conducting hearings, including those related to water right applications and permits, basin designations, administrative regulations, compliance and enforcement matters, adjudication of pre-statutory vested water rights, and proposed State Engineer orders.

Additionally, the candidate will assist with the preparation of written decisions, including rulings and orders, based on the State Engineer's evaluation of the evidence. The role involves reviewing written decisions prepared by water resource specialists to ensure proper formatting, technical accuracy, and compliance with legal and regulatory requirements. Responsibilities may also include preparing scheduling orders, prehearing orders, and other procedural directives for matters pending before the Division. Strong organizational skills in time and resource management are essential. The candidate will also provide support to the Adjudications Section, including analyzing legal and procedural issues arising during adjudications and preparing both preliminary and final orders of determination.

Furthermore, in coordination with the Chief Administrative Law Judge, the candidate will also be responsible for responding to requests for records or documents, including subpoenas and Nevada Public Records Act requests. This includes reviewing requests to determine applicability under NRS 239 and associated regulations, assessing records for confidentiality, privilege, and other concerns, and ensuring compliance with legal disclosure requirements. The candidate must also be familiar with document retention policies and apply them appropriately. A strong understanding of Nevada public records law is essential to effectively fulfill this role.

Other key responsibilities include preparing records on appeal and reviewing pleadings to be filed on behalf of the State Engineer in litigation challenging State Engineer decisions and rulings, ensuring the analysis presented adequately represents the State Engineer's position. The candidate may also assist Deputy Attorneys General in preparing for oral arguments and court hearings.

This role requires collaboration within a multidisciplinary team of engineers, scientists, and lawyers engaged in the decision-making process. The candidate will report directly to the Chief Administrative Law Judge.

Education and Experience (Minimum Qualifications)

Graduation from an accredited law school, admission to a state bar in good standing, and preferably at least three years of legal work experience in water law, natural resources law, environmental law, or a related field. Admission to the Nevada state bar in good standing is preferred. Alternatively, candidates may qualify through a combination of education and professional experience that demonstrates the necessary skills and aptitude for this role.

Additional Position Experience

Preferably at least two years of experience in administrative hearings or judicial legal processes. Familiarity with NRS 233B administrative rulemaking is advantageous. Familiarity with Nevada public records law under NRS 239 is also strongly preferred. A willingness to leverage the full range of Microsoft Office 365 features and capabilities is desired.

Submit Cover Letter and Resume / Direct Inquiries to:

Nevada Division of Water Resources

Attn: James Henson, Chief Administrative law Judge

Email: jhenson@water.nv.gov