



DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF THE DIRECTOR

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – October 14, 2021

**ADMINISTRATIVE LAW JUDGE**

**RECRUITMENT:** The State Department of Business & Industry is seeking a qualified applicant to act as an Administrative Law Judge. This is an open competitive recruitment, open to all qualified persons.

**AGENCY RESPONSIBILITIES:** The Department of Business and Industry is a diverse organization that is comprised of 11 unique divisions: Attorney for Injured Workers, Employee Management Relations Board, Financial Institutions Division, Housing Division, Division of Industrial Relations, Division of Insurance, Labor Commissioner, Real Estate Division, Taxicab Authority, Nevada Transportation Service Authority, and Mortgage Lending Division. The Director's office also includes the Nevada Consumer Affairs and the Office of Business Finance and Planning. The Department's mission is to encourage and promote growth and development of business within the State of Nevada, while protecting the public through fair and consistent regulation of business and industrial enterprises in accordance with Nevada Revised Statutes.

**POSITION RESPONSIBILITIES:** The Department is seeking an Administrative Law Judge (ALJ) to conduct formal and informal evidentiary hearings involving contested cases under the Nevada Administrative Procedure Act (NAPA), Chapter 233B of the Nevada Revised Statutes (NRS), and other hearing and/or Alternative Dispute Resolution (ADR) statutes that are applicable to the Department and its Divisions. The ALJ will preside over formal and informal evidentiary hearings and appeals and ensure the development of a complete and accurate record of the proceedings and render proposed decisions, rulings, or orders based on the proceedings. The ALJ will provide a resource for timely, impartial, and objective adjudication of administrative actions for certain Divisions within the State of Nevada Department of Business and Industry (Department.)

**QUALIFICATIONS/REQUIREMENTS:**

- Licensed attorney and an individual who is legally and/or professionally trained and proficient in administrative procedure and the conduct of administrative proceedings, and/or proficient in other types of dispute resolution proceedings or hearings; and
- At least two years of experience conducting formal or informal evidentiary hearings in the capacity of Judge, Administrative Law Judge, Presiding Officer, Arbitrator, Mediator, Hearing Officer, or Impartial Referee; or
- Five years of experience in the practice of law which shall have included at least two years' experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

**APPROXIMATE ANNUAL SALARY:**

The Salary range is up to \$120,344 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee benefits such as deferred compensation plans are available.

**LOCATION/TRAVEL:** Typical hearing location will be at the Nevada State Business Center located at 3300 W. Sahara Avenue, Las Vegas, Nevada 89102. Periodic in-state travel may be required.

**SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:**

**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)

**Submit Resumes and Required Information / Direct Inquiries To:**

Email to: [SNunnelee@business.nv.gov](mailto:SNunnelee@business.nv.gov)

Or

Department of Business and Industry

Attn: Sandra Nunnelee

1830 College Parkway, Suite 100

Carson City, NV 89706

In the subject line please reference: **Administrative Law Judge**

*The State of Nevada, Department of Business & Industry is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.*