

**SCOTT SCHERER, ESQ.**

CHAIR

**KIM WALLIN, CPA, CMA, CFM**

VICE CHAIR



**ROSS E. ARMSTRONG, ESQ.**

EXECUTIVE DIRECTOR

704 W. NYE LANE, SUITE 204  
CARSON CITY, NEVADA 89703  
(775) 684-5469

## **UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – September 12, 2024

### **Associate Counsel**

**RECRUITMENT OPEN TO:** This is an unclassified, exempt position open to all qualified applicants. The position is at-will, which is appointed by and serves at the pleasure of the Executive Director.

**AGENCY RESPONSIBILITIES:** The Nevada Commission on Ethics provides confidential advisory opinions to public officers and employees and responds to complaints from the public alleging violations of the Ethics in Government Law (NRS Chapter 281A) by public officers and public employees. The Commission also engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities and other political subdivisions throughout Nevada.

**APPROXIMATE ANNUAL SALARY AND BENEFITS:** Up to \$135,201 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.*

**POSITION LOCATION:** Carson City, Nevada. Up to 10% travel may be required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment. **The Commission on Ethics maintains a 4-day work week (Monday through Thursday) with ten-hour workdays from 7:00 a.m. to 5:30 p.m.**

**POSITION RESPONSIBILITIES:** This position is primarily responsible for representing the Commission's Executive Director. The Associate Counsel participates in the investigation of ethics complaints, including witness interviews and obtaining and reviewing documents; prepares legal recommendations regarding jurisdictional determinations and investigations of ethics complaints; prepares matters for adjudicatory hearing, including participating in discovery and drafting dispositive and other motions and presents matters for adjudicatory hearings before the Commission; negotiates stipulated agreements; and represents the Executive Director in associated litigation. The Associate Counsel also supports the Commission Counsel in certain other legal matters affecting the Commission, including drafting advisory opinions concerning the applicability of the statutory ethical standards to Nevada's public officers and employees

and litigation efforts in State and Federal Courts. The position may be occasionally responsible for assisting the Executive Director and Outreach and Education Officer in providing outreach and education to Nevada's public officers and employees through Ethics Law Presentations.

Education and Experience Required to Perform the Duties of the Position: Graduation from an ABA accredited law school and active membership in the Nevada State Bar Association. Preferred experience includes legal research, investigations, discovery, legal analysis and memorandums, motions, evidentiary standards and litigation.

Knowledge, Skills and Abilities Required to Perform the Job Functions: Must possess superior legal research, writing, and oral presentation skills, must be flexible, and must be well-organized and capable of working independently with minimal supervision or support staff. Ability to investigate facts, analyze applicable laws and prepare related legal memorandums. Must possess skills in effective written and verbal communication.

The Associate Counsel must be able independently to operate basic business machinery and be proficient in Microsoft Office Suite including Word, Outlook, Excel, and Teams as well as Adobe, LexisNexis, and general software and internet use.

This position requires licensure/certification: Active license to practice law in the State of Nevada.

Statutes and Regulations Administered by this Position: NRS and NAC Chapters 281A, 233B, 241 and 239.

Number and titles of staff that directly report to position: 1 - Investigator

Number of indirect reports: 2 – Executive Assistant and Senior Legal Researcher

## **JOB DESCRIPTION**

### **ADMINISTRATION AND SUPERVISION**

1. Develop and analyze the scope and nature of investigations of Ethics Complaints.
2. Under direction of Executive Director, assign and review workload of Investigator related to Ethics Complaints.
3. Assign various administrative tasks and legal research to Senior Legal Researcher and Executive Assistant.

### **PUBLIC INFORMATION AND EDUCATION**

1. Assist Executive Director and Outreach and Education Officer to provide outreach and education via training programs to public officers and employees.

### **COMMISSION CASES**

#### **1. Requests for Advisory Opinions:**

- a. Assist Commission Counsel to develop and research facts and prepare draft opinions, including interviewing requesters, researching relevant statutes, regulations and Commission precedent and developing legal analysis.
- b. Assist in drafting final opinions and abstract opinions.

## **2. Ethics complaints:**

- a. Prepare recommendations regarding jurisdiction to investigate ethics complaints.
- b. Shape the scope and nature of investigations, including direction to Investigator.
- c. Prepare reports to the Executive Director regarding recommendations to Commission Review Panels for hearing determinations.
- d. Negotiate and draft proposed deferral agreements and stipulated agreements.
- e. Comply with scheduling orders, including discovery, drafting and/or responding to motions, requesting subpoenas, developing witness and documentary evidence, preparing pre-hearing statements and attending pre-hearing conferences.
- f. Represent Executive Director in presenting evidence and arguments to Commission during adjudicatory hearings.
- g. Assist in drafting proposed opinions.

## **LITIGATION**

Represents the Executive Director and/or assists Commission Counsel in litigation before any local, state and federal courts, including legal research and drafting legal memoranda., including, without limitation, judicial review and appellate proceedings.

## **TO APPLY:**

Submit the following:

- 1) LETTER OF INTEREST
- 2) RESUME
- 3) LEGAL WRITING SAMPLE
- 4) THREE PROFESSIONAL REFERENCES, including their names and daytime telephone numbers, and a brief description of your relationship.

Submit to:

**Ross Armstrong, Esq.,  
Executive Director  
Nevada Commission on Ethics**

Via email (preferred method): [ncoe@ethics.nv.gov](mailto:ncoe@ethics.nv.gov)

\*In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Applications – Open until filled and interviews may occur at any time.