



**NEVADA LEGISLATIVE COUNSEL BUREAU
LEGAL DIVISION**

DEPUTY LEGISLATIVE COUNSEL

Carson City or Las Vegas, Nevada

Salary up to \$137,954 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Deputy Legislative Counsel within the Legal Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Department agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau, including providing legal advice on various matters and providing other legal support. This is a full-time position located in Carson City or Las Vegas, Nevada.

Position Description: Under the general supervision of the Legislative Counsel, the Deputy Legislative Counsel will draft and revise legislation, conduct legal research and prepare other legal documents. Responsibilities of the Deputy Legislative Counsel may include, without limitation:

- Drafting legislation and amendments to legislation;
- Preparing administrative regulations, legal opinion letters and annotations of cases;
- Conducting legal research and drafting related memoranda;
- Codifying enacted bills into the *Nevada Revised Statutes* and approved regulations into the *Nevada Administrative Code* and assisting with various publications;
- Reviewing and preparing contracts;
- Providing litigation support; and
- Performing other duties as assigned.

Minimum Qualifications: The Deputy Legislative Counsel will be selected with special preference given to the candidate's training, experience and aptitude in the field of law. A qualified candidate must have a juris doctor (JD) degree from an ABA accredited law school. Admission to the State Bar of Nevada is not initially required but is necessary for advancement. Coursework involving advanced legal writing and research, participation in Law Review or other law journals or experience involving significant legal writing and legal research and analysis is preferred.

The ideal candidate will demonstrate:

- Strong analytical and organizational skills;
- The ability to meet demanding deadlines in a dynamic environment and ensure timely completion of tasks;
- Competency in legal analysis, reasoning and writing, including the ability to quickly integrate and synthesize facts and law to make legally sound decisions in compressed timeframes;
- A thorough understanding of the importance of maintaining discretion, nonpartisanship and strict confidentiality;
- The ability to be self-motivated and work both independently and productively for extended periods;
- The ability to exercise sound judgment in challenging situations; and
- Flexibility to accept and adapt to change in the work environment.

Salary: The annual salary for this position is based upon a Grade 43, which has a salary range of \$91,496 to \$137,954 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a typical office environment. Significant overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Deputy Legislative Counsel may earn compensatory time or receive straight time pay, subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 08/28/2024)