



**NEVADA LEGISLATIVE COUNSEL BUREAU  
LEGAL DIVISION  
DEPUTY LEGISLATIVE COUNSEL**

The Legal Division of the Nevada Legislative Counsel Bureau (LCB) is seeking qualified applicants for the position of Deputy Legislative Counsel. The LCB is a nonpartisan legislative service agency tasked with providing professional, technical, and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day regular sessions and may convene for special sessions during interim periods between regular sessions. The Legal Division is headed by the Legislative Counsel and the General Counsel who oversee a staff of attorneys, paralegals, editors, managers, administrators, and other professional, technical, and support personnel. The Legal Division serves the Legislature during sessions and interim periods by drafting legislation and legal opinions, providing legal counsel to legislative committees, and performing various other functions for the Legislative Department. The Legal Division also works with the Executive Department as part of the state legislative process of reviewing and revising administrative regulations, which is a function specifically authorized by the Nevada Constitution. Additionally, the Legal Division represents the Legislature and individual legislators in judicial and other proceedings and provides other legal assistance as needed. The Legal Division is also responsible for publishing the *Advance Sheets of Nevada Statutes*, the *Statutes of Nevada*, the *Nevada Revised Statutes*, and the *Nevada Administrative Code*, among other print and electronic publications available in the *Official Nevada Law Library*.

**Position Description:** The Deputy Legislative Counsel reports to and works with senior reviewing attorneys in the Legal Division to assist the Legislative Counsel with executing the various functions of the Legal Division. Duties of the position include drafting legislation and amendments to legislation, reviewing and revising administrative regulations, conducting legal research, preparing legal opinion letters, assisting with various publications, and preparing annotations of cases. Other projects may be assigned including preparing contracts, providing litigation support to the General Counsel, and working on various other special projects upon request.

**Qualifications:** A Juris Doctor degree from an accredited law school is required for this position. The successful candidate is not initially required to be admitted to practice law in Nevada while serving as a legislative attorney exclusively within the Legislative Department. However, admission to the State Bar of Nevada is necessary for advancement within the Legal Division, and the successful candidate is expected to be ready and able to seek admission to the State Bar of Nevada within a reasonable time during the interim period following the next biennial regular session. Preference will be given to candidates who have relevant experience or coursework involving advanced legal writing and research, including participation in law review or similar law journals, moot court with appellate briefing, or advanced clinical or practical lawyering programs during law school.

**Knowledge, Skills, and Abilities:** The successful candidate will possess strong analytical and organizational skills; will be reliable and available to work overtime when necessary; will be ready and able to adhere to a demanding schedule of deadlines; will be adept at quickly adapting to changes; will be skilled in conducting quick, thorough, and accurate legal research; will be detail-oriented and possess

exceptional reading comprehension and writing skills; and will have an excellent command of the English language. The successful candidate will also possess good judgment and discretion and be able to work independently and productively for extended periods.

**Salary and Benefits:** The annual starting salary is based on a Grade 43, which has a salary range of \$73,602-\$110,956 under the employee/employer-paid retirement option. Actual starting salary will be based on experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance, and membership in the state's retirement plan. An explanation of the retirement options and information regarding state retirement benefits is available at <http://nvpers.org/>. A description of the current health and dental benefits is available at <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are 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 during certain other periods as necessary to meet the demands of the Legal Division. On a case-by-case basis, the LCB may in its sole discretion offer a flexible work schedule or telework, except that in-person work is generally required during legislative sessions.

**Location:** The LCB maintains its principal offices in Carson City, within and adjacent to the Legislative Building. The LCB also maintains a small office in the Grant Sawyer Office Building in Las Vegas. This position is based in Carson City and housed within the Legislative Building. The Legislative Building shares grounds with the State Capitol and Supreme Court, providing a beautiful and pleasant work environment. Carson City and the surrounding areas also offer an array of housing options. Carson City is surrounded by the beautiful Sierra Nevada mountain range and offers world-class skiing and golfing, as well as hiking, biking, and various other outdoor activities and cultural events, and an estimated average of over 320 days of sunshine each year.

**Application Process:** All applicants must submit a cover letter, résumé, and writing sample, along with an LCB Employment Application, which is available at:

<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/legal-division> . Applications will be accepted on a first-come, first-served basis and will continue to be accepted 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. Applications may be emailed to [LCBHR-employment@lcb.state.nv.us](mailto:LCBHR-employment@lcb.state.nv.us), or may instead be mailed to:

Legislative Counsel Bureau  
Attn: Heidi Remick, Chief Human Resources Counsel  
401 S. Carson Street  
Carson City, NV 89701-4747  
(775) 684-6832

**The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on 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 (GINA), 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.**

(Revised 7/17/2022)