



Office of the Governor

Updated: September 15, 2021

Position Announcement Deputy General Counsel

The Office of the Governor is seeking qualified applicants for the position of Deputy General Counsel. This is a non-classified, at-will, full-time exempt position within the State of Nevada. This position reports to the General Counsel in the Office of the Governor. This position may be located in either Carson City or Las Vegas, Nevada.

Duties and Responsibilities:

- Provide legal review, advice, and counsel to Governor and Office senior leadership team;
- Serve as Governor's Office policy liaison to executive branch agencies, acting as the Office's direct point of contact for Cabinet officials;
- Research policy proposals, analyze pending legislation and regulations, and draft memoranda for the Governor and senior leadership team;
- Brief the Governor and senior leadership team on executive branch agency activities;
- Respond to public records requests;
- Perform research on legal questions;
- Review and analyze relevant state and federal court decisions, as well as federal legislation and federal executive branch actions;
- Collaborate with the General Counsel and the Attorney General's Office on litigation involving the Governor; and
- Testify on legislation in hearings before the Nevada Legislature.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Minimum Qualifications:

- Degree from an ABA accredited law school
- Active membership in the Nevada State Bar

Skills Required:

Must be highly self-motivated, well-organized, and professional. Must be able to work both independently as well as in a team environment. Must possess skill in effective written and verbal communication. Must be able to plan, prioritize and execute timelines with minimal supervision.

Special Consideration Will Be Given To Individuals With Experience Related To:

- The Nevada Public Records Act (NRS Chapter 239), the Nevada Open Meeting Law (NRS Chapter 241), the Nevada Ethics in Government Act (NRS Chapter 281A), and/or the Nevada Administrative Procedure Act (NRS Chapter 233B);
- Nevada executive branch agencies;
- The Nevada legislative process;
- Employment and labor law—in particular, those who have familiarity with NRS Chapter 288.

Salary: Salary reflecting retirement (PERS) contributions by both the employee and the employer is up to \$90,000. Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education.

Benefits: The State benefits package includes enrollment into the Public Employees' Retirement System (www.nvpers.org), a choice of health insurance plans (www.pebp.state.nv.us), eleven paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

Application Deadline: Until recruitment needs are satisfied.

Submit Cover Letter and Resume to:

Veronica Martinez

Office of the Governor

veronicamartinez@gov.nv.gov

In subject line please reference: **Deputy General Counsel Position**