



**DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS**

**ATTORNEY  
UNCLASSIFIED (EXEMPT)**

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Attorney to provide legal services to achieve the agency's mission. This is an unclassified full-time position within Nevada State Government.

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Administrator of the Division of Industrial Relations.

**AGENCY RESPONSIBILITIES:**

The Division of Industrial Relations is a dynamic agency that ensures the health, safety and well-being of all Nevadans by being a national leader in promoting, monitoring and enforcing workplace safety, mechanical safety, employer compliance and benefit delivery to injured workers. It includes five sections: Workers' Compensation Section; Occupational Safety and Health Administration; Safety Consultation and Training Section; Mine Safety and Training Section; and the Mechanical Compliance Section. NRS 232.660 allows the Administrator to appoint one or more legal counsel to provide services as needed for the Division to administer the laws and to prosecute all claims and/ or actions relating to labor and industrial relations. This support includes Uninsured Employers Claims Account determinations and appeals, administrative fines; benefit penalties; bankruptcy proceedings; contested hearings before administrative law judges, appeals officers, and state and federal district court judges.

**APPROXIMATE ANNUAL SALARY:**

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.*)  
Employer Paid PERS: up to \$115,804 plus benefits.

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

## **POSITION DESCRIPTION:**

The Attorney position has the following responsibilities:

- Represent the agency at administrative hearings before the Department of Administration Hearings Division.
- Represent the agency at administrative hearings before Administrative Law Judges.
- Represent the agency before State and Federal Courts at trial and appellate levels.
- Represent the agency in Nevada OSHA cases brought before the Occupational Safety and Health Review Board.
- Draft legislation, regulations, contracts and advisory opinions for the agency.
- Represent the agency at legislative hearings.
- Speak at conferences and other venues on behalf of the Division.
- Advise the Administrator on legal issues affecting the agency.

## **TO QUALIFY:**

- Graduation from an accredited four-year college or university and graduation from a law school accredited by the American Bar Association.
- Admission to practice law in Nevada. Candidate must be in good standing with the State Bar.
- At least two years of experience practicing law preferred.
- Experience in administrative proceedings. Experience involving Nevada Workers' Compensation appeals and/or Nevada Occupational Safety and Health is highly desired.
- Ability to type, compose and edit documents in Microsoft Word.
- Excellent oral and written communication, management and organizational skills.
- Excellent human relations skills with demonstrated ability to build effective working relationships with staff, opposing counsel and other stakeholders.
- Ability to multitask on a variety of legal issues and cases.
- Ability to respond to media inquiries and public records requests.

**POSITION LOCATION:** Las Vegas, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED (All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.) TO APPLY: Please submit a resume, letter of interest, and three professional references to [heather.wilson@dir.nv.gov](mailto:heather.wilson@dir.nv.gov).

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*