

STEVE SISOLAK  
*Governor*

STATE OF NEVADA

TERRY REYNOLDS  
*Director*



BARBARA D. RICHARDSON  
*Commissioner*

DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INSURANCE

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**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted –

**Insurance Counsel / Hearing Officer, Division of Insurance**

**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 Commissioner of Insurance.

**AGENCY RESPONSIBILITIES:**

As set out in NRS title 57, the Insurance Code, the Division of Insurance (“Division”) works under the direction of the Commissioner to regulate the business of insurance in Nevada, protecting consumers’ rights and the public interest. The Division licenses insurance companies, producers, and other licenses authorized by the Insurance Code, ensures insurance companies are financially solvent and able to pay insurance claims, reviews insurance policies to ensure compliance with Nevada insurance laws, reviews market conduct to ensure licensees are not acting unfairly or improperly, and monitors industry practices to ensure a level playing field and a competitive insurance market. The Division also reviews consumer complaints, investigates alleged violations of law, and takes enforcement action when appropriate. The Division holds hearings to adjudicate contested cases.

**APPROXIMATE ANNUAL SALARY:**

Up to \$110,211 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.*

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee-paid benefits, such as deferred compensation plans, are available.

**POSITION DESCRIPTION:**

This position reports to Chief Insurance Counsel of the Division of Insurance. Insurance Counsel advises and counsels the Commissioner on all matters relating to the regulatory responsibilities of the Division; advises and counsels Division staff on legal issues; represents the Division in administrative hearings whether taking administrative action for violations of the Insurance Code or defending Division actions; advises Division staff on proposed legislation and regulations; researches legal issues and writes formal opinions, proposed legislation or regulations, pleadings, legal memoranda, and correspondence; manages special projects for the Commissioner; and provides general legal support as assigned. Insurance Counsel may be appointed to serve as hearing officer in administrative hearings.

**TO QUALIFY:**

To be considered for this position, an applicant must have the following:

- Juris Doctor from an accredited law school.
- Current license in good standing to practice law in the State of Nevada is required at the time of hire.

*\* Individuals with experience in the insurance industry or administrative law are highly desirable.*

**POSITION LOCATION:**

Carson City, Nevada

**APPLICATION:**

A complete application consists of the following:

- Letter of interest
- Resume
- Legal writing sample (5-10 pages)

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED:**

Applications 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 at:**

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=1637&company=SONHCM20>

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.*

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