

**NEVADA GAMING CONTROL BOARD  
JOB DESCRIPTION**

**POSITION: SENIOR POLICY COUNSEL**  
**DIVISION: Administration Division, Carson City Office**  
**CODE: U1077**

**Position**

Reporting to the Chief of Administration, provides direct support to the Nevada Gaming Control Board (Board), Division Chiefs and the Gaming Policy Committee and, at times, the Nevada Gaming Commission (NGC), in order to assist those persons in performing the duties and responsibilities set forth in the Nevada Gaming Control Act (Act) and NGC Regulations through the performance of a variety of functions. This position is located in our Carson City Office.

*Salary up to \$106,375 (Employee/Employer Paid Retirement Plan)*

**Description**

(The following is used as a partial description and is not restrictive as to duties required.)

- Researching federal, state and local statutes and regulations, including the Act and NGC Regulations, and remaining abreast of gaming trends, matters and issues within and outside of Nevada in order to complete projects as assigned.
- With respect to the Nevada Legislative Sessions:
  - Tracking Nevada gaming legislative proposals and other Nevada legislative proposals potentially impacting the Board and/or staff and providing the Board and the Division Chiefs and/or their designees with written synopses of, and status reports on, such legislative proposals;
  - Engaging in the legislative process during the legislative session and throughout the interim;
  - Coordinating the biennial amendments to the Act advanced by the Board and providing the Chair with assistance, and possibly providing testimony, when presenting such amendments to the Nevada Legislature;
  - Reviewing and analyzing the impact of other legislative proposals to amend the Act or other statutes that may affect the Board advanced by third parties; and
  - Gathering and assimilating information necessary to prepare responses to fiscal note requests and, thereafter, preparing the responses.
- Attending meetings with the gaming industry (including gaming legal counsel); gaming regulators from other jurisdictions, federal, state and local agencies, etc., and completing related assignments.
- Providing policy advice and analysis to the Board on gaming, government administration, and law enforcement matters.
- Writing speeches and testimony and preparing presentations for Board Members and Division Chiefs.

- Preparing written correspondence/reports on gaming-related matters, issues and inquiries from the general public, the gaming industry (including gaming legal counsel), gaming regulators from other jurisdictions, etc.
- Coordinating the rulemaking process between the Board, Commission, and the Attorney General's Office, Gaming Division. This includes, without limitation, preparing and posting notices and drafts regarding proposed regulations and formatting any proposed regulatory changes adopted by the Commission into the official copies of the Nevada Gaming Commission Regulations.
- Maintaining and updating amendments to NGC Regulations for dissemination to the Board, Commission, Board staff and other interested persons.
- Serve as the Board's liaison in negotiating Class III State-Indian tribe gaming compacts.
- Respond to public inquiries concerning Nevada's gaming regulatory structure, and assist the Board's Public Information Officer in responding to press inquiries.
- Assist the Professional Standards Section of the Administration Division in conducting investigations related to patron disputes and internal investigations.
- As requested, render assistance on matters pertaining to the administrative operation of the Board.
- Provide support and assistance to, and respond to inquiries by, the Board's Divisions on gaming-related matters and other issues that may impact the Board.
- Upon the request of the Board Chair, may provide support to the Board's hearings officers, and act as a hearing officer for certain matters.
- May assist the Board's Contracts Administrator as necessary.

### Primary Requirements

(These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the regulatory responsibilities of the Board;

Knowledge of gaming trends;

Knowledge of financial and economic principles as applied to the regulation of the gaming industry and operation of the regulatory agency;

Knowledge of federal and states statutes, regulations, policies and trends relating to gaming;

Knowledge of gaming programs sufficient to speak with authority to various public interest groups or legislative committees;

Knowledge of the legislative process in Nevada;

Knowledge of the Nevada Open Meeting Law;

Knowledge of the Nevada Public Records Act;

Ability to independently assess the economic impact of foreign gaming on the State of Nevada;

Ability to develop effective methods of tracking public affairs and the formulation of public policy;

Ability to perform other related duties and make recommendations as required;

Ability to become a State Certified Contracts Administrator.

### **Other Requirements**

(Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

- Knowledge of research techniques, methods of analysis, development and maintenance of valid data sources;
- Knowledge of public policy formulation processes at all levels of American government;
- Knowledge of sources and methods of obtaining information, statistical data and keeping records;
- Knowledge of academic, government, and private research resources as well as research methods, principles, and theories;
- Ability to gather, compile and interpret information and data;
- Ability to objectively and promptly analyze issues;
- Knowledge of computer systems, programs and applications used by the Board;
- Extensive knowledge of English grammar, punctuation and vocabulary;
- Ability to effectively communicate orally and in writing;
- Ability to establish and maintain effective working relationships with staff, management, and general public;
- Ability to establish and set priorities to complete a variety of tasks in a timely manner in a work environment that is subject to changing workload, assignments, performance requirements, and pressures of consequential deadlines;
- Ability to work independently with minimum supervision;
- Ability to appropriately deal with confidential sources of information;
- Ability to meet and cope with unusual demands and stressful situations.

### Education and/or Work Experience

Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, accounting, economics, finance, or other applicable degree preference will be given to those who have graduated with a Juris Doctorate from an accredited institution. In addition to the aforementioned degrees, five years of professional level experience in any of the following fields: legal, public policy/government, research and analysis, or closely related field. A license (active and in good standing) to practice law in Nevada is preferred. Must possess, or obtain within six (6) months of hire date, a current certification for State Contract Managers.

### Background Investigation:

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Board employee.

### Special Note

May require extensive travel and work beyond than normal business hours. Will require work beyond normal business hours, especially during the Nevada Legislative Sessions.

**Some positions at the Nevada Gaming Control Board will have access to Criminal Justice Information Systems (CJIS) data.**

All individuals who meet the minimum qualifications for this position are invited to apply by emailing a resume and cover letter to [gcbpers@gcb.nv.gov](mailto:gcbpers@gcb.nv.gov). Applications will be accepted until the recruitment need is satisfied, and recruitment may close at any time.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on 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.