

STATE OF NEVADA

JOE LOMBARDO
Governor



DR. KRISTOPHER SANCHEZ
Director

VAUGHN HARTUNG
Chairman

DAWN GIBBONS
Commissioner

R. DAVID GROOVER
Commissioner

DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY

Unclassified Position Announcement
Posted March 12, 2024

Administrative Attorney

The Nevada Transportation Authority (“Authority”) is seeking qualified applicants for the position of Administrative Attorney. This is an unclassified, at will, full-time exempt position within Nevada State government.

Agency Responsibilities:

The Nevada Transportation Authority (NTA) administers and enforces state laws pertaining to passenger transportation, household goods movers, storage of household goods, and tow cars. The NTA has been charged with the responsibility of providing fair and impartial regulation, to promote safe, adequate, economical, and efficient service, and to foster sound economic conditions in motor transportation. The NTA encourages the establishment and maintenance of reasonable charges for intrastate transportation by fully regulated carriers and non-consent towing services. The NTA also has responsibility for the taxicab industry throughout the state except in Clark County. Statutory Authority: NRS 706.

Approximate Annual Salary up to \$121,803.

Approximate annual salary will receive an approved 11% salary increase effective July 1, 2024. **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; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

Position Location:

The position will be based in Las Vegas, however, up to 25% statewide travel is required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

The Position:

As sole in-house counsel for the Nevada Transportation Authority, this position will serve as legal advisor to agency Commissioners both privately and during administrative hearings and public meetings. The incumbent will: Prepare all recommended and final decisions resulting from administrative hearings. Coordinate implementation of new or amended statutory provisions by proposing, drafting, and advising on appropriate regulations and facilitating public participation in the rulemaking process. Assist members of the regulated community and the public in filing requests for relief. Respond and coordinate the response of others to inquiries about the application of statutes and regulations and requests for data or information.

Supervise and review the work performed by legal support staff. Prepare and coordinate preparation by others of item descriptions, briefings, and orders for the items to be addressed by the Authority's general and special sessions. Coordinate administrative hearing process. Serve as agency liaison to carriers and Transportation Network Companies in the Authority's regulatory oversight of these entities and their employees and/or driver-partners. Serve as Hearing Officer by delegated authority of NTA Chairman or chief executives of other agencies within the Nevada Department of Business and Industry as needed. Participate in driver permit program hearings and resolution of issues of material concern regarding driver fitness. Availability for travel is required.

Minimum Qualifications:

Graduation from an accredited law school and active membership in the Nevada State Bar (admissibility as government in-house counsel under Supreme Court Rule 49.10 acceptable) AND three or more years of increasingly responsible experience as a practicing attorney; at least one year of experience should be in administrative and/or utility regulatory law that includes litigation experience or with a regulatory consulting firm with emphasis on administrative law that includes litigation experience. Additionally, the position requires professional level administrative and supervisory experience in a law office or legal department.

- Must be able to work independently with minimal supervision as well as in a team environment in collaboration with Commissioners, agency managers, and other staff members.
- Must be able to work with a broad range of people and objectively engage in work procedures, products, or processes.
- Must have excellent oral and written communication skills and possess a high degree of organizational professionalism and leadership abilities.
- Must be able to direct, mentor and motivate personnel; research, analyze, produce, review, and edit division work product; compile and summarize information and prepare periodic or special reports related to assignments; and contribute effectively to the successful accomplishment of Authority goals, objectives, and activities.
- May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applications will be accepted until the position is filled:

All applications will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. Interviews may be conducted in person at an Authority office or via teleconferencing.

Resume and Required Information: Failure to provide a resume with all the required information will be deemed an incomplete submittal and may not be considered.

1. Cover Letter
2. Resume
3. Recent Unedited and Candidate-Authored Writing Sample
4. Professional References (minimum three)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Business & Industry
Nevada Transportation Authority
Attn: Hope DiBartolomeo
3300 W. Sahara Ave. Ste. 200
Las Vegas, NV 89102

or

Email: hdibart@nta.nv.gov

In subject line please reference: **NTA Administrative Attorney**

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.