



State of Nevada

Invites you to apply for

SENIOR LEGAL RESEARCHER



THE STATE OF NEVADA

MISSION STATEMENT:

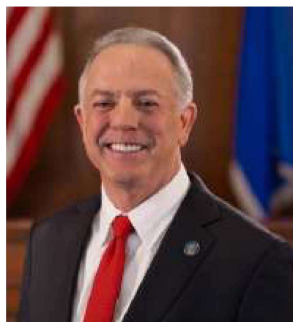
The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**"OUR CAPACITY TO ACHIEVE
GREAT DEEDS WILL NEVER BE
IN QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA WAY
– NEVER GIVE UP, NEVER GIVE
IN, AND NEVER STOP
DREAMING."**



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



Please list the name of your department

MISSION STATEMENT:

The Nevada Commission on Ethics strives to enhance the public's faith and confidence in government by ensuring that public officers and public employees uphold the public trust by committing themselves to avoid conflicts between their private interests and their public duties.

VISION STATEMENT:

Our highest priority is to protect the citizens of Nevada by interpreting and enforcing the provisions of the Ethics Law in a fair, consistent and impartial manner.

The Nevada Commission on Ethics provides confidential advisory opinions to public officers and employees and responds to complaints from the public alleging violations of the Ethics in Government Law (NRS Chapter 281A) by public officers and public employees. The Commission also engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities and other political subdivisions throughout Nevada.

UNIT SECTIONS:

The Nevada Commission on Ethics does not have unit sections.

THE IDEAL CANDIDATE



*Join a team where your impact
will matter from day one.*

WHAT WE'RE LOOKING FOR:

The SLR must possess a professional demeanor and the ability to establish and maintain effective working relationships with employees, management and the public with a broad knowledge of the legal process, including the ability to conduct independent legal research.

WHAT YOU'LL BE DOING:

Key responsibilities of the Senior Legal Researcher are to perform substantive legal research for any Commission-related matter at the direction of Commission Counsel, Executive Director or Associate Counsel, including, without limitation, research of statutes, regulations, cases and Commission precedent on the state, federal and local levels. Review secondary or related administrative resources for relevant research.

Serve as back-up for Executive Assistant in facilitating meeting rooms for Commission hearings, coordinate and confirm Court Reporter, changes to meeting rooms, video teleconference, internet feed, call-in info, tentative schedule, sign-in sheets etc. The SLR will serve as back-up for the Executive Assistant to prepare and amend agendas with input from the Executive Director and Commission Counsel. Attend and provide assistance at Commission meetings as needed, assist with monitoring internet feed and the hearing room for confidential closed sessions, assist the public and individuals appearing before the Commission.

The SLR will maintain weekly case status reports and distribute them to commission staff members. Assist the Executive Assistant in processing and distributing incoming/outgoing mail and supply deliveries. Assisting Commission Counsel, Executive Director and Associate Counsel in preparing miscellaneous correspondence, calendaring events and deadlines. This includes developing templates and formatting for motions and briefs as well as researching relevant statutes and cases.

QUALIFICATIONS:

- Bachelor's degree or certification from a recognized, accredited paralegal program.
- Equivalent of 3 years of experience as a paralegal in the private or governmental sector.
- Experience in managing legal cases, legal research, court/administrative filing requirements.
- Experience in document preparation, including preparation of pleadings and other documents file in administrative proceedings and/or courts.
- Certification from a recognized, accredited paralegal program, or bachelor's degree in a related field.
- A valid driver's license is required to travel for Commission meetings.

KEY QUALITIES & COMPETENCIES:

Key qualities are the ability to analyze and apply facts to case law and statutes with the knowledge of substantive, procedural, and evidentiary laws in order to analyze legal questions. The ability to prepare legal documents, review written materials, and provide input to Commission Counsel. Strong communication skills with the ability to communicate clearly and effectively in both oral and written form. Strong attention to detail with outstanding organization and administrative skills. Knowledge of online legal research (Lexis), as well as knowledge in Microsoft Office, Outlook, and the internet. Skilled in word processing, spreadsheet and database applications. The ability to find and apply civil procedure, as well as federal and state court requirements.

SALARY:

\$79,532 *Reflects contributions by the employee and employer. An employer paid plan is also available at a reduced salary.

LOCATION:

Carson City, NV

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees
- CBA



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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Ross Armstrong
Executive Director
Nevada Commission on Ethics
Via email: rarmstrong@ethics.nv.gov
Recruitment is open until September 14, 2025.

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.
Thank you!

