



**NEVADA LEGISLATIVE COUNSEL BUREAU
LEGAL DIVISION
Employment Law Unit**

PRINCIPAL DEPUTY EMPLOYMENT COUNSEL

Las Vegas, Nevada

Salary up to \$166,288 (employee/employer paid retirement plan)

The Employment Law Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Principal Deputy Employment Counsel within the Legal Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Employment Law Unit oversees diverse human resources functions, including recruitment, employee relations, training and development, compensation and benefits administration, and ensuring compliance with employment laws and LCB rules and policies. This is a full-time position located in Las Vegas, Nevada.

Position Description: Under the direction and supervision of the General Counsel, Chief Employment Counsel and Senior Principal Deputy Employment Counsel, the Principal Deputy Employment Counsel will provide legal advice and counsel on employment matters and policies, and share responsibility with the Principal Deputy Employment Coordinator in managing and overseeing the daily operations of the Deputy Employment Coordinators. Responsibilities of the Principal Deputy Employment Counsel may include, without limitation:

- Providing legal advice to management and staff of the LCB on employment law issues, including compliance with state and federal laws and regulations and the rules and policies of the LCB;
- Conducting comprehensive research and analysis of employment laws, regulations and case law to inform legal strategies and decision making, as well as drafting related memoranda;
- Assisting in drafting, reviewing and revising the rules and policies of the LCB;
- Representing the LCB in employment law matters, including disputes, investigations, hearings and court proceedings;
- Developing and delivering training programs for LCB and legislative staff on a variety of employment law topics;
- Monitoring and ensuring the LCB's adherence to employment laws and regulations, including accommodations under the ADA, FMLA provisions, OSHA requirements, and Title VII of the Civil Rights Act, and recommending changes to rules and policies as necessary;
- Facilitating the resolution of employment-related disputes through negotiation and mediation, aiming for effective and equitable outcomes; and
- Performing other duties as assigned.

Minimum Qualifications: The Principal Deputy Employment Counsel will be selected with special preference given to the candidate's training, experience and aptitude in the field of employment law. A qualified candidate must have: (1) a juris doctor (JD) degree from an ABA accredited law school; (2) active Nevada bar membership in good standing; (3) at least 5 years of experience in employment law; and (4) at least 2 years of supervisory experience. Employment law experience in the public sector is preferred.

The ideal candidate will demonstrate:

- A thorough understanding and application of employment laws, regulations, and best practices in the field of employment law and human resources;
- Exceptional communication skills, including the ability to present information to diverse groups;
- The ability to develop and maintain productive working relationships inside and outside the LCB;
- The ability to provide legal advice regarding compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, the Family Medical Leave Act, and all other applicable civil rights/EEO laws;
- Competency in legal analysis, reasoning and writing, including the ability to quickly integrate and synthesize facts and law to make legally sound decisions in compressed timeframes;
- The ability to effectively manage and supervise staff;
- Expertise in handling complex legal matters;
- The ability to work both independently and as a team member in a demanding environment;
- The ability to exercise sound judgment in challenging situations; and
- The ability to effectively manage multiple work assignments and competing priorities concurrently.

Salary: The annual salary for this position is based upon a Grade 47, which has a salary range of \$109,604 to \$166,288 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a typical office environment. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. Occasional travel may be required. Such travel may be outside normal business hours.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open 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.

The successful candidate must undergo a background check.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 7/22/2024)