



**NEVADA LEGISLATIVE COUNSEL BUREAU  
LEGAL DIVISION**

**PRINCIPAL DEPUTY LEGISLATIVE COUNSEL**

Carson City or Las Vegas, Nevada

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

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Principal Deputy Legislative 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 Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Department agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau, including providing legal advice on various matters and providing other legal support. This is a full-time position located in Carson City or Las Vegas, Nevada.

**Position Description:** Under the general supervision of the Chief Deputy Legislative Counsel, the Principal Deputy Legislative Counsel will assist the Legislative Counsel with executing the various functions of the Legal Division. Responsibilities of the Principal Deputy Legislative Counsel may include, without limitation:

- Drafting complex legislation and amendments to legislation;
- Preparing complex administrative regulations, legal opinion letters and annotations of cases;
- Reviewing and providing appropriate feedback on work product prepared by Deputy and Senior Deputy Legislative Counsel;
- Supervising Deputy and Senior Deputy Legislative Counsel;
- Conducting legal research and drafting related memoranda;
- Codifying enacted bills into the *Nevada Revised Statutes* and approved regulations into the *Nevada Administrative Code* and assisting with various publications;
- Serving as nonpartisan Committee Counsel;
- Opining on complex legal questions presented by legislative committees and individual legislators;
- Reviewing and preparing contracts;
- Providing litigation support to the General Counsel; and
- Performing other duties as assigned.

**Minimum Qualifications:** The Principal Deputy Legislative Counsel will be selected with special preference given to the candidate's training, experience and aptitude in the field of law. A qualified candidate must: (1) have a juris doctor (JD) degree from an ABA accredited law school; (2) have at least 5 years of relevant legal experience and practice in courts, governmental settings, law school instruction or other similar forums in order to serve as nonpartisan Committee Counsel and carry out other complex functions of the Legal Division; and (3) be admitted to practice law in at least one U.S. state. If not already admitted to practice law in Nevada, the candidate should be prepared to obtain admission to practice law in Nevada within a reasonable time during the interim period between legislative sessions in 2025-26. Experience advising governmental bodies or officers or drafting legislation or administrative regulations is preferred. Relevant experience or coursework involving advanced legal writing and research and participation in law review or similar law journals is also preferred.

The ideal candidate will demonstrate:

- The ability to address complex legal issues and questions in public proceedings;
- The ability to effectively manage a team of Deputy and Senior Deputy Legislative Counsel;
- Strong analytical and organizational skills;
- The ability to meet demanding deadlines in a dynamic environment and ensure timely completion of tasks;
- The ability to conduct quick, thorough, and accurate legal research;
- 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;
- Strong attention to detail and exceptional reading comprehension and writing skills;
- A thorough understanding of the importance of maintaining discretion, nonpartisanship and strict confidentiality;
- The ability to be self-motivated and work both independently and productively for extended periods;
- The ability to exercise sound judgment in challenging situations; and
- Flexibility to accept and adapt to change in the work environment.

**Salary:** The annual salary for this position is based upon a Grade 47, which has a salary range of \$109,640 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. Significant overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Principal Deputy Legislative Counsel may earn compensatory time or receive straight time pay, subject to budgetary limits.

**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](mailto: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 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](mailto: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 08/29/2024)