



**NEVADA LEGISLATIVE COUNSEL BUREAU  
LEGAL DIVISION  
PRINCIPAL DEPUTY LEGISLATIVE COUNSEL**

The Legal Division of the Nevada Legislative Counsel Bureau (LCB) is seeking qualified applicants for the position of Principal Deputy Legislative Counsel, with 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 to various session and interim committees of the Nevada Legislature and carry out other complex functions of the Legal Division. The LCB is a nonpartisan legislative service agency tasked with providing 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 interim periods. The Legal Division serves the Legislature during and between sessions by drafting legislation and legal opinions, providing legal counsel to legislative committees, and working with the Executive Department to promulgate administrative regulations. Additionally, the Legal Division represents the Legislature and individual legislators in judicial and other proceedings and provides other assistance as needed. The Legal Division is also responsible for publishing the *Advance Sheets of Nevada Statutes*, the *Statutes of Nevada*, the *Nevada Revised Statutes*, and the *Nevada Administrative Code*, among other print and electronic publications available in the *Official Nevada Law Library*.

**Position Description:** The Principal Deputy Legislative Counsel reports to the Chief Deputy Legislative Counsel and is responsible for assisting the Legislative Counsel with executing the various functions of the Legal Division. Duties of the position include serving as nonpartisan Committee Counsel, supervising Deputy and Senior Deputy Legislative Counsel, drafting complex legislation and administrative regulations, opining on complex legal questions presented by legislative committees and individual legislators, reviewing and providing appropriate feedback on work product prepared by Deputy and Senior Deputy Legislative Counsel, providing litigation support to the General Counsel, and performing other tasks in accordance with the needs of the Division.

**Qualifications:** A Juris Doctor degree from an accredited law school is required for this position. The successful candidate will be admitted to practice law in at least one state of the United States and, if not admitted to practice law in the State of Nevada, will be ready and able to become admitted to practice law in the State of Nevada within a reasonable time during the interim period between legislative sessions in 2023-2024. The successful candidate will 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. A strong preference will be given to candidates with experience advising governmental bodies or officers and with experience drafting legislation or administrative regulations, including relevant coursework or clinical experience during law school. Preference will also be given to candidates who have relevant experience or coursework involving advanced legal writing and research and who participated in law review or similar law journals.

**Knowledge, Skills, and Abilities:** The successful candidate will be able to address complex legal issues and questions in public proceedings; will be able to effectively manage a team of Deputy and Senior

Deputy Legislative Counsel; will possess strong analytical and organizational skills; will be comfortable with adhering to a demanding schedule of deadlines and quickly adapting to changes; will be able to conduct quick, thorough, and accurate legal research; will be detail-oriented and possess exceptional reading comprehension and writing skills; and will have an excellent command of the English language. The successful candidate will also possess good judgment and discretion and be able to work independently and productively for extended periods.

**Salary and Benefits:** The annual salary for this position is based on a Grade 47, which has a salary range of \$87,320 to \$132,441, based on the employee/employer paid retirement option. Actual starting salary will be based on experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance, and membership in the state's retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits is available at: <https://pebp.state.nv.us/plans/plan-documents/>. 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 during certain other periods as necessary to meet the demands of the Legal Division. On a case-by-case basis, the LCB may in its sole discretion offer a flexible work schedule or telework, except that in-person work is generally required during legislative sessions.

**Location:** The LCB maintains its principal offices in Carson City, within and adjacent to the Legislative Building. The LCB also maintains a small office in the Grant Sawyer Office Building in Las Vegas. This position is based in Carson City and housed within the Legislative Building. The Legislative Building shares grounds with the State Capitol and Supreme Court, providing a beautiful and pleasant work environment. Carson City and the surrounding areas also offer an array of housing options. Carson City is surrounded by the beautiful Sierra Nevada mountain range and offers world-class skiing and golfing, as well as hiking, biking, and various other outdoor activities and cultural events, as well as an estimated average of over 265 days of sunshine each year.

**Application Process:** All applicants must submit a cover letter, résumé and writing sample, along with an LCB Employment Application, which is available at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/legal-division>. Applications will be accepted on a first-come, first-served 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. Applications may be emailed to [LCBHR-employment@lcb.state.nv.us](mailto:LCBHR-employment@lcb.state.nv.us), or may instead be mailed to:

Legislative Counsel Bureau  
Attn: Heidi Remick, Chief Human Resources Counsel  
401 S. Carson Street  
Carson City, NV 89701-4747

**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 (GINA), 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.**