

Joe Lombardo
Governor



Joy Grimmer
Director

Robert Rager
Deputy Director

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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Purchasing

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04/18/2025

Unclassified Position Announcement

General Counsel, State Purchasing

The State of Nevada, Department of Administration, Purchasing Division, is accepting applications for the position of General Counsel, Purchasing. This is an unclassified full-time position and will be located in Carson City. The State of Nevada is committed to recruiting and retaining a talented workforce to provide outstanding customer service to citizens of Nevada and other agencies.

Pay Rate: The employee and the employer rate is \$135,201.00 while the employer only contribution rate is \$115,804.00.

Benefits and Pay: 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.

Posting Closing Date: Until recruitment needs are satisfied

Agency Responsibilities: State Purchasing is a division under the Department of Administration responsible for the State's largest procurement and contracting initiatives. The division's procurements are governed by NRS 333, NAC 333, and the State Administrative Manual. For more information on State Purchasing please visit <http://purchasing.nv.gov>.

Position Description:

This position will provide legal advice to the Administrator and procurement staff, review solicitations to ensure adherence to Nevada law and procurement policies, work closely with the Attorney General's Office on the negotiation and drafting of contracts, draft and revise statutes, regulations, the State Administrative Manual, and the Nevada Procurement Manual. This position will also be required to answer questions from State agencies regarding contracting and the procurement process, manage the supplier protest process, and review and revise form documents to ensure compliance with Nevada and federal law while ensuring industry best practice.

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.

Minimum Qualifications:

Graduation from an accredited four-year college or university and graduation from an accredited law school. Pursuant to NRS 333.105, must be a currently licensed Nevada attorney.

Must be highly professional, self-motivated and demonstrate an ability to lead by example. Qualified candidates will have experience in contracting and/or procurement law and the ability to work independently with minimal supervision as well as in a team environment. This position will be required to collaborate with other colleagues inside and out of the State. Success in this position requires a deep understanding of procurement and contracting and the ability to translate complex, legal terminology for non-legal stakeholders. Candidates must be available to travel up to 10% of the time.

How to Apply:

Submit Cover Letter and Resume to:

Madison Freitas State of Nevada

Email: maddyfreitas@admin.nv.gov

In subject line please reference: General Counsel Position

Phone: 775-531-3144

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

Applicants selected for an interview will be asked to provide a writing sample.

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