



**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS**

**SENIOR ATTORNEY
UNCLASSIFIED (EXEMPT)**

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Senior Attorney to lead the Division's legal team and provide legal services to achieve the agency's mission. This is an unclassified full-time position within Nevada State Government.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Administrator of the Division of Industrial Relations.

AGENCY RESPONSIBILITIES:

The Division of Industrial Relations is a dynamic agency that ensures the health, safety and well-being of all Nevadans by being a national leader in promoting, monitoring and enforcing workplace safety, mechanical safety, employer compliance and benefit delivery to injured workers. It includes five sections: Workers' Compensation Section; Occupational Safety and Health Administration; Safety Consultation and Training Section; Mine Safety and Training Section; and the Mechanical Compliance Section. NRS 232.660 allows the Administrator to appoint one or more legal counsel to provide services as needed for the Division to administer the laws and to prosecute all claims and/ or actions relating to labor and industrial relations.

APPROXIMATE ANNUAL SALARY:

Up to \$151,108 plus benefits. (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)
Employer Paid PERS: up to \$129,429 plus benefits

BENEFITS:

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.

POSITION DESCRIPTION:

The Senior Attorney position has the following responsibilities:

- Provide legal counsel to the Administrator and Division leadership on regulatory, policy, and operational matters.
- Advise on agency regulations, and administrative procedures, ensuring compliance with NRS and NAC.
- Draft, review, and propose amendments to Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).
- Draft advisory opinions related to industrial relations.
- Manage the Division's legal section in Las Vegas and Carson City, which includes 4 attorneys and 4 support staff.
- Oversee and mentor subordinate attorneys, providing guidance and professional development.
- Evaluate performance and conduct employee reviews for legal staff and assist with recruitment of legal staff.
- Provide training to agency staff on the interpretation of NRS, NAC, and Division policies.
- Represent the agency before the Hearings Division, and State and Federal Courts at trial and appellate levels.
- Represent the agency in Nevada OSHA cases brought before the Occupational Safety and Health Review Board and Workers' Compensation issues brought before the Department of Administration in Hearings Division.
- Represent the agency at legislative hearings.
- Serve as the agency's Public Records Officer.
- Speak at conferences and other venues on behalf of the Division.

TO QUALIFY:

- Graduation from an accredited four-year college or university and graduation from a law school accredited by the American Bar Association.
- Admission to practice law in Nevada. Candidate must be in good standing with the State Bar.
- At least five years of experience practicing law preferred.
- Experience in administrative proceedings. Experience involving Nevada Workers' Compensation appeals and/or Nevada Occupational Safety and Health is highly desired.
- Ability to type, compose and edit documents in Microsoft Word.
- Excellent oral and written communication, management and organizational skills.
- Excellent human relations skills with demonstrated ability to build effective working relationships with staff, opposing counsel and other stakeholders.
- Ability to multitask on a variety of legal issues and cases.
- Ability to respond to media inquiries and public records requests.

POSITION LOCATION: Las Vegas, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED (All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.) TO APPLY: Please submit a resume,

letter of interest, and three professional references to Heather Wilson at heather.wilson@dir.nv.gov.

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.