



## NEVADA GAMING COMMISSION

1919 College Parkway, P.O. Box 8003

Carson City, Nevada 89702

(775) 684-7750

STEVE SISOLAK  
*Governor*

NICOLE RUPERT  
*Executive Secretary*

HON. JENNIFER TOGLIATTI (RET), *Chair*  
ROSA SOLIS-RAINEY, *Member*  
STEVEN COHEN, *Member*  
OGONNA M. BROWN, *Member*  
BEN KIECKHEFER, *Member*

## Senior Research Specialist

Carson City or Las Vegas

Salary up to 106,375 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Commission (NGC or Commission) is seeking a diverse pool of qualified candidates for the position of Senior Research Specialist. This is an unclassified, full-time position located in either Carson City, Nevada or Las Vegas, Nevada.

### Position Description

Reporting to the Executive Secretary, this position provides direct support to the Commission and, at times, the Board Members and Division Chiefs of the Nevada Gaming Control Board (Board), assisting those persons in the performance of the duties and responsibilities set forth in the Nevada Gaming Control Act (Act) and NGC Regulations through a variety of functions.

The essential functions of this position include, but are not limited to, the following:

- Research, interpret, and apply federal, state and local statutes and regulations, including the Act and NGC Regulations;
- Provide policy advice and analysis;
- Draft written correspondence and reports on gaming-related matters;
- Coordinate the rulemaking process between the Board, Commission, and the Attorney General's Office (Gaming Division);
- Maintain and update amendments to NGC Regulations; and
- Monitor gaming-related legislative proposals and provide status reports to the Commission.

### Travel

May require travel and work outside of normal business hours.

### Recruitment

This is an open, competitive recruitment for all qualified candidates.

### Minimum Qualifications

Required qualifications include graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, economics, finance, or other applicable degree from an accredited institution. Must also possess five years of professional level experience in any of the following fields: legal, public policy/government, research and analysis, or closely related field. A Juris Doctor degree and a license (active and in good standing) to practice law in Nevada is preferred.

The ideal candidate will have the following knowledge, skills, and abilities:

- Knowledge of the regulatory responsibilities of the Commission and Board;
- Knowledge of federal and state statutes, regulations, policies and relating to gaming;
- Knowledge of the legislative process in Nevada;
- Knowledge of the Nevada Open Meeting Law and Nevada Public Records Act;
- Knowledge of public policy formulation and ability to objectively and promptly analyze issues;
- Excellent communication and writing skills; and
- Ability to establish and maintain effective working relationships with staff and the general public.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

### **Salary**

The salary for this position is up to \$106,375. The salary reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

### **Benefits**

Benefits include paid medical, dental, vision care, life and disability insurance programs; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to social security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the [Division of Human Resource Management of the Department of Administration](#), the [Nevada Public Employees Benefits Program](#), and the [Public Employees Retirement System of Nevada](#).

### **How to Apply**

All applicants who meet the minimum qualifications are invited to apply for this position by completing an application on the Nevada Gaming Control Board [website](#). All applicants must submit a cover letter and resume. In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted.

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as an employee of the Commission.

This position requires a pre-employment drug screening.

Applications will be accepted until the recruitment is satisfied, and recruitment may close at any time.

***The Commission and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and does not discriminate based on 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.***