



State of Nevada

Invites you to apply for

Hearing Officer



THE STATE OF NEVADA

MISSION STATEMENT:

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

“OUR CAPACITY TO ACHIEVE GREAT DEEDS WILL NEVER BE IN QUESTION, BECAUSE WE WILL FOLLOW THE NEVADA WAY – NEVER GIVE UP, NEVER GIVE IN, AND NEVER STOP DREAMING.”



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



State of Nevada Hearings Division

MISSION STATEMENT:

The mission of the Hearings Division is to provide fair and independent dispute resolutions in a timely and efficient manner while providing due process to all injured workers, insurers, employers, and all others subject to our jurisdiction.

VISION STATEMENT:

To provide fair and impartial hearings in accordance with the highest standards of ethics, professionalism, efficiency, and accountability.

The Hearings Division is a Division of the Nevada Department of Administration and was established to provide an independent appeals process for workers' compensation disputes, Victims of Crime Program appeals, and a variety of state agency administrative hearings.

UNIT SECTIONS:

Department of Administration

THE IDEAL CANDIDATE



*Join a team where your impact
will matter from day one.*

WHAT WE'RE LOOKING FOR:

A motivated, driven, self-disciplined, and highly ethical person who will apply law to the facts of individual cases and issue timely, well-reasoned decisions.

WHAT YOU'LL BE DOING:

Hearing Officers' primary responsibility is to conduct contested workers' compensation hearings in accordance with the Nevada Administrative Procedures Act (NRS Chapter 233B). This includes conducting all pre-hearing case management and post-hearing issuance of detailed findings of fact and conclusions of law. Listen to and analyze the evidence presented at a hearing and communicate effectively his or her decisions on motions and objections related to that evidence. Motivate persons to resolve their disputes. Provide mediation or other techniques for the resolution of disputes for the opposing parties to a hearing; Communicate effectively, orally and in writing, with persons from a variety of social, economic and educational backgrounds. Render an impartial decision based on the evidence presented at a hearing. Write decisions and opinions in a clear, concise and accurate manner.

QUALIFICATIONS:

Possess a bachelor's degree from an accredited college or university and have at least 4 years of professional experience in resolving disputes between opposing parties, 2 years of which included making determinations or adjudicating issues by interpreting statutes or administrative rules or regulations; or possess any other combination of education and experience which the Chief of the Hearings Division deems to be equivalent.

KEY QUALITIES & COMPETENCIES:

This is a position that is expected to perform with a high degree of skill, responsibility, and self-motivation. The person chosen for the position will have superior legal research and writing skills, a fully-developed public speaking ability, and knowledge of administrative court procedures and rules of evidence. The person will also have excellent communication, time management, and interpersonal skills.

SALARY:

\$100,209.00

LOCATION:

Las Vegas

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
- Additional benefits for long-term employees
- CBA



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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve 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. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Senior Appeals Officer Denise McKay, Esq. by mail or email:

Hearings Division

2200 S Rancho Dr Ste 220

Las Vegas, NV 89102

email: denise.mckay@admin.nv.gov

In the subject line, please reference "Hearing Officer"

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

Thank you!

