



Nevada Division of
WATER RESOURCES

STATE OF NEVADA
Department of Conservation and Natural Resources
Joe Lombardo, Governor
James A. Settelmeyer, Director
Adam Sullivan, P.E., State Engineer

April 3, 2025

Unclassified Position Announcement
Chief Administrative Law Judge

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for the position of Chief Administrative Law Judge. This is an unclassified, full-time position within the Division of Water Resources.

Recruitment: This is an open competitive recruitment, open to all qualified persons.

Annual Salary: Up to \$167,014 Employee/Employer Paid or \$143,053 Employer Paid (DOE)

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied.

Qualified individuals are encouraged to apply immediately. Hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received, or a hiring decision has been made.

Recruiting For: An immediate vacancy in Carson City, Nevada.

The Position: Under the direction of the State Engineer and Deputy Administrators of the Nevada Division of Water Resources the candidate will supervise and coordinate all work of the Hearings Section of the Nevada Division of Water Resources. The candidate is responsible for reviewing files of water rights, especially in contested matters, to determine, in coordination with other Administrative Law Judge(s) whether an administrative hearing is appropriate. The candidate is also responsible for scheduling and conducting hearings at the State Engineer's or Deputies' request to create a record prior to acting on certain matters under consideration, including water right applications, protested water right applications, basin designations, development of administrative regulations, compliance and enforcement matters, hearings relating to the adjudication of pre-statutory vested water rights, petitions to review cancelled permits, and hearings on State Engineer proposed orders, among others. The candidate will coordinate with other appropriate Division staff and make determinations regarding who else will participate in the administrative hearings. Following the hearing, the candidate will, in cooperation with technical staff, prepare draft written decisions that include draft rulings and orders based on the State Engineer's evaluation of the evidence. The candidate is also responsible for reviewing written decisions prepared by water resource specialists on applications to appropriate water or change water rights, for formatting, technical accuracy and legal defensibility based upon Nevada legal precedence and policy considerations of the Division. Included in these responsibilities is drafting scheduling order, prehearing orders, and other procedural orders relating to matters pending at the Division. The candidate is also responsible for preparing or directing the preparation of all records on review for the Attorney

General's deputies and reviewing all pleadings to be filed on behalf of the State Engineer in litigation challenging State Engineer decisions and rulings, ensuring the analysis presented adequately represents the position taken by the State Engineer. This also includes assisting Deputy Attorneys General in preparing for any scheduled oral arguments or other court hearings. The candidate must be highly organized with both time and resource management. Additionally, the candidate is responsible for supervising other, potentially non-attorney, Administrative Law Judges and an administrative assistant assigned to the Hearings Section. The candidate will perform all work performance evaluations for supervised staff, update work performance standards as needed, and address disciplinary matters related to supervised staff if needed. The candidate will also assist the deputies and the State Engineer in reviewing the work performed by the Compliance and Enforcement team, reviewing notices of alleged violation for further action, and working with the team to make recommendations for enforcement actions against violators of Nevada's water laws. The candidate will work daily with Division staff on analysis of water rights issues and help train staff on how to draft rulings. The candidate will likewise assist the Adjudication Section, including assisting with analysis of issues and legal questions arising during an adjudication and drafting orders of determination. The candidate serves as the custodian of records for the State Engineer and Division and is responsible for responding to public records requests and assuring compliance with document retention policies. This includes any records subpoenas and preparing administrative records for litigation. The candidate is also responsible for tracking the status of all litigation involving or related to matters involving the State Engineer and Division. The candidate must be able to work in a team environment with other engineers, attorneys, and scientists who collaborate in the State Engineer's decision-making process. The candidate will report directly to a Deputy Administrator.

Minimum Qualifications:

Graduation from an accredited law school and four years of legal work experience in water, natural resources and/or environmental law or related field, or an equivalent combination of education and experience demonstrating an aptitude for the position.

Preferred: Admission to the State Bar of Nevada in Good Standing.

Additional Position Experience

At least two years of experience with the administrative hearing or judicial processes required. Familiarity with NRS 233B administrative rulemaking preferred. Experience and willingness to utilize the multitude of features and capabilities of Microsoft Office 365 is desired.

Special Notes:

- Candidates are required to possess and maintain, as a condition of employment, a valid Nevada driver's license.
- In and out of the state travel is required for this position.

Submit Cover letter and Resume/Direct Inquiries To:

Adam Sullivan, P.E., State Engineer
Nevada Division of Water Resources
Email: asullivan@water.nv.gov