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<http://ethics.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT
POSTED – MARCH 30, 2023

Senior Legal Researcher
(Carson City)

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. The position is an unclassified, exempt, at-will position, which is appointed by and serves at the pleasure of the Executive Director.

AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics provides confidential advisory opinions to public officers and employees and responds to complaints from the public alleging violations of the Ethics in Government Law (NRS Chapter 281A) by public officers and public employees. The Commission also engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities, and other political subdivisions throughout Nevada.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$63,973 plus benefits.¹ *Salary range reflects retirement (PERS) contributions by both the employee and employer.*

POSITION LOCATION:

The Commission's office is located in Carson City, Nevada. Travel for Commission meetings is required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

POSITION DESCRIPTION:

This is a paralegal or equivalent position with detailed job duties provided below:

¹ The Governor's proposed budget for the 2024/2025 recommends an 8 percent cost of living increase effective July 1, 2023, and an additional 4 percent cost of living increase effective July 1, 2024. These proposed increases are subject to review, modification, and approval of the 2023 Nevada Legislature.

JOB DUTIES:

This position serves as the sole legal/administrative/paralegal support staff to the Commission Counsel, Executive Director and Associate Counsel, primarily responsible for performing legal research in all matters assigned and reporting findings in written memoranda. This position develops, organizes and manages case files, deadlines, notices, correspondence and performs analysis as directed, providing significant administrative support to the agency.

Requests for Case Management- Create and manage complaint case files (physical and electronic); prepare Notice to Subject addressing allegations; prepare Waiver of statutory timelines form; develop Letter of Notice to Requester; serve notices via electronic service or certified mail; maintain pre-Panel calendars; assist Executive Director/Associate Counsel with investigation, as directed; assist Associate Counsel to prepare Stipulation documents and/or prepare for Panel Hearing, including notices of stipulation hearings; if case goes to Hearing, assist Commission Counsel with Notice of Hearing and Scheduling Order ("NOHSO"), and service of same. Prepare/serve amended orders as necessary; calendar Scheduling Order dates, remove from calendar as resolved; assist with Hearing preparation.

Legal Research- Perform substantive legal research for any Commission-related matter at the direction of Commission Counsel, Executive Director or Associate Counsel, including, without limitation, research of statutes, regulations, cases and Commission precedent on the state, federal and local levels; review secondary or related administrative resources for relevant research; Shepardize case law to confirm validity of case law.

Commission Meetings/Hearings- Serve as back-up to Executive Assistant to schedule meeting rooms for Commission hearings, coordinate and confirm Court Reporter, changes to meeting rooms, video teleconference, internet feed, call-in info, tentative schedule, sign in sheets etc.; serve as back-up for Executive Assistant to prepare and amend agendas with input from Executive Director and Commission Counsel; post to required locations; file confirmed posting forms; prepare and assist with Commission meeting books/packets, including arranging for distribution via email, FedEx and Reno Carson Messenger as needed; assist as back-up for Executive Director to prepare electronic Commissioner/Public meeting book for Commissioners who request the same; attend and provide assistance at Commission meetings as needed, assist with monitoring Internet feed and hearing room for confidential closed sessions, assist public and individuals appearing before the Commission.

Public Record Keeping- Assist in collecting and evaluating documents for Public Records Requests; coordinate office calendars (Outlook and hard copy) for legal deadlines and other appointments of Commission Counsel and Associate Counsel.

Commission Opinions- Prepare Opinion templates; prepare factual and public information for initial Opinion drafts; verify and document any waivers of confidentiality; compare draft opinions to hearing transcripts for accuracy; assist to finalize and publish Opinions; develop approaches and initiate drafts of Opinion abstracts and digests.

Litigation- Create and maintain litigation files/e-files and calendars; develop templates and formatting for motions and briefs; research relevant statutes and cases; conform pleadings to relevant court rules; check citations and Shepardize briefs, assist with finalizing pleadings; arrange for filing and service of pleadings; monitor dockets and obtain copies of filed pleadings; calendar deadlines and provide reminders to Commission Counsel.

Regulations/Legislation- Track proposed regulations and legislation affecting Commission; calendar committee meetings and hearings; facilitate scheduling and notices to amend or adopt regulations; create and maintain files for each tracked proposal; compile and maintain legislative history concerning NRS 281A; monitor related proposed regulations and legislation affecting Commission.

EDUCATION AND EXPERIENCE:

Bachelor's degree or certification from a recognized, accredited paralegal program and the equivalent of 3 years of experience as a paralegal in the private or governmental sector, with experience in managing legal cases, legal research, court/administrative filing requirements and document preparation, including preparation of pleadings and other documents filed in administrative proceedings and/or courts.

KNOWLEDGE, SKILLS AND ABILITIES- Knowledge of substantive, procedural and evidentiary laws to analyze legal questions; ability to prepare legal documents, review written material and provide input to Commission Counsel, Associate Counsel and Senior Investigator; attention to detail; outstanding organizational and administrative skills, proficiency in online legal research (Lexis); experience reading, analyzing and applying facts to case law and statutes; investigatory ability; business communication, writing and proofreading skills including grammar and spelling; professional demeanor; excellent computer skills (Microsoft Office, Outlook, Lexis, Internet); independent, reliable, and high ethical standards.

RESUMES WILL BE ACCEPTED UNTIL: This recruitment will remain open until filled and may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

TO APPLY:

Submit the following:

- 1) LETTER OF INTEREST
- 2) RESUME
- 3) THREE PROFESSIONAL REFERENCES, including their names and daytime telephone numbers, as well as a brief description of your relationship; and

*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.

Submit to:

Ross Armstrong
Executive Director
Nevada Commission on Ethics

Via email: rarmstrong@ethics.nv.gov

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.