



State of Nevada
COMMISSION ON ETHICS
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703
(775) 687-5469 • Fax (775) 687-1279
<http://ethics.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT

Posted - March 29, 2023

COMMISSION COUNSEL

(Statewide)

RECRUITMENT OPEN TO:

This is an unclassified, exempt position, open statewide as a competitive recruitment, available to all qualified applicants. This position is “at-will,” appointed by and serving at the pleasure of the Nevada Commission on Ethics.

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 \$121,547 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 at \$105,808).* The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION LOCATION:

Statewide Recruitment. This position is eligible for full-time remote work. The Commission’s office is 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 an attorney position. In addition to its advisory role, Commission Counsel drafts and recommends administrative regulations and statutory provisions under the Commission’s jurisdiction, provides outreach and education to Nevada’s public officers/employees and public attorneys, and guides and represents the Commission’s interests in all legal arenas, including administrative, legislative, and judicial. In particular, Commission Counsel defends the Commission in all litigation, including judicial review of the Commission's administrative opinions.

Specific job duties include:

- LITIGATION - Represent the Commission, Review Panel, and Commission staff in legal proceedings before local, state, and federal courts, including drafting legal memoranda to, and appearing and presenting arguments before, the courts and cooperating in related cases. Obtain or employ conflict counsel, as permitted by NRS 281A.260.
- ADVISORY OPINIONS - Review all filed requests for Advisory Opinions to determine whether the request is in proper form per statutory and regulatory requirements. Determine the Commission's jurisdiction of the matter, correspond with Requester to provide jurisdictional determination, preliminary explanation of the process, or to request supplemental information. Research and/or assign legal research to Senior Legal Researcher and/or Associate Counsel, analyze and apply the law to the facts presented and discovered, prepare or approve draft Notices of Hearing, orders and other legal documents, make edits and direct service of the same, prepare draft opinions and/or bench memos to the Commission, supervise service of opinions, determine level of confidentiality of opinion including preparation of abstract opinions if the Requester does not waive confidentiality, and represent the Commission in reconsiderations, re-hearings and other litigation relating to advisory opinions.
- ETHICS COMPLAINTS - Review complaint and evidence to assist in determination of Commission's jurisdiction of the matter, assign and approve orders and notices to Subject and/or Requester regarding jurisdiction, approve any legal forms such as subpoenas, Review Panel Determinations and other forms prepared on behalf of or presented to the Review Panel or the Commission for consideration, evaluate Executive Director recommendations to Review Panels and advise Review Panels of legal issues. For referred complaint cases, prepare and issue notices and orders required by and as permitted by law, schedule settlement conferences if requested by parties and act as legal advisor for appointed settlement Commissioner, advise regarding stipulations, and act as the legal advisor to the Commission in all hearings.
- LEGISLATION AND REGULATIONS - Recommend, review and draft proposed administrative regulations and legislation. Represent the Commission before regulatory and legislative bodies regarding proposed regulations and legislation. Consider regulations and legislation from other jurisdictions of relevance to the Commission's Mission.
- ADMINISTRATION AND SUPERVISION - Report the legal status of all matters to the Commission in closed meetings or open public meetings, as appropriate. Ensure meetings and public hearings are prepared and conducted in accordance with appropriate laws and guidelines, including the Nevada Open Meeting Law. Administer all activities related to the Commission's legal matters including preparing legal documentation on behalf and in support of Commission business. Review and assign legal matters to Commission staff as appropriate, act as back-up to the Executive Director in administrative and supervision duties over Commission Staff, review and assign legal matters to Senior Legal Researcher and Associate Counsel, and perform other duties as assigned by the Commission or its Chair.
- PUBLIC RECORDS AND INQUIRIES - Confirm compliance with applicable law and administer legal issues related to public records requests including policy updates. Review, calendar, and coordinate responses to requests. Assist in responding to citizen and other inquiries.

TO QUALIFY:

Graduation from an ABA-accredited law school and active membership in the Nevada State Bar Association. Must have substantial experience in administrative law, public agency litigation, and Nevada legislative processes. Must possess superior legal research, writing, and oral presentation skills and the ability to represent the Commission in litigation, administrative, and regulatory matters.



TO APPLY:

Submit the following:

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

*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. All letters of interest and resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time during the recruitment process.

Submit to:

Kari Pedroza
Executive Assistant
Nevada Commission on Ethics

Via email: ncoe@ethics.nv.gov

NOTE: In accordance with the requirements of the Nevada Open Meeting Law set forth in NRS Chapter 241, selected applicants will be interviewed in an open, public meeting and their names will be identified on a public agenda.

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.

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.