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Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

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Chairman
ALAINA BURTENSHAW
Commissioner
DAVID NOBLE
Commissioner
STEPHANIE MULLEN
Executive Director

Unclassified Job Announcement

Administrative Attorney

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Administrative Attorney for the Commission's Office of the General Counsel. This is an unclassified full-time exempt position within Nevada State Government.

About the PUCN: The PUCN is a regulatory agency that ensures investor-owned utilities comply with laws enacted by the Nevada Legislature. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Positions Key Areas of Responsibility:

- Interprets relevant laws, regulations, policies and procedures as they apply to specific issues.
- Makes fair and impartial recommendations based on facts and conclusions of the law.
- Provides support to the Commission for legislative hearings and inquiries, to include preparing and presenting testimony to legislative committees.
- Makes presentations to various state, local and federal agencies.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must be highly professional, well-organized, self-motivated, and possess leadership skills. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other legal staff, engineers, auditors, and economists; compile and summarize information and prepare correspondence, periodic or special reports related to assignments; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. Must possess skill in effective written and verbal communication; must be able to communicate with the general public and representatives of current and prospective public utilities; must be able to collaboratively or as a team complete writing assignments; required skills also include planning, prioritizing and executing timelines without the need for supervision. Must be available for travel (typically up to 25% of the time).

Minimum Qualifications:

Graduation from an accredited law school. Membership in the Nevada State Bar desirable.

Approx. Annual Salary Up To \$71,603 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.)

NORTHERN NEVADA OFFICE
1150 East William Street
Carson City, Nevada 89701-3109
(775) 684-6101 • Fax (775) 684-6110

<http://puc.nv.gov>

SOUTHERN NEVADA OFFICE
9075 West Diablo Drive, Suite 250
Las Vegas, Nevada 89148
(702) 486-7210 • Fax (702) 486-7206

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance development and budget availability.

Benefits: The State benefits package includes enrollment into the Public Retirement System (www.nvpers.org), a choice of health insurance plans (www.pebp.state.nv.us), eleven paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

Position Location: The position will be located in Carson City.

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied

Submit Cover Letter and Resume / Direct Inquiries To:

Lisa Alfred

Public Utilities Commission

Email lisaalfred@puc.nv.gov

In subject line please reference: **Administrative Attorney**

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.

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