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PUBLIC UTILITIES COMMISSION

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*Commissioner*

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*Executive Director*

**Unclassified Job Announcement**

**ASSISTANT GENERAL COUNSEL**

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Assistant General Counsel. This is an unclassified, at-will, full-time exempt position within the State of Nevada.

**About the PUCN:** The PUCN is a quasi-judicial regulatory agency that, among other duties, ensures investor-owned utilities comply with all applicable state and federal laws. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

**The Position's Key Areas of Responsibility:**

- Handles complex legal issues.
- Provides advice and counsel related to utility regulation, including administrative decisions, litigation, tariff review, proposed legislation, and proposed regulations.
- Reviews decisions of courts, other states, and the federal government to determine precedent in regulatory legal matters.
- Drafts and revises legal opinions.
- Advises General Counsel, Commissioners, and Utilities Hearing Officer on probable legal or other impact of Commission decisions and proposed changes in rules, regulations, and applicable laws.
- Reviews files, records, and briefs.
- Performs research on legal questions.
- Serves as the Commission's counsel in court appearances, mediation, arbitration, negotiation, and conferences with opposing counsel.
- Prepares cases for appeal.
- Prepares legal strategy for discovery, negotiations, resolutions, mediation, arbitration, and court appearances.
- Negotiates resolutions or conducts appropriate legal functions at various courts including municipal courts, district courts, court of appeals, and supreme court.
- Answers briefs for appeals of court decisions.
- Reviews and approves: notices and legal documents; agency draft agendas; draft regulations; and legislation.
- Prepares and presents testimony to legislative committees.
- Makes presentations to various state, local, and federal agencies.
- Responds to public records requests.
- Assists the Commission in complying with Nevada's Open Meeting Law.

- 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 or 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; 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, active membership in the Nevada State Bar, and one year of experience as an attorney.

**Salary:** Salary reflecting retirement (PERS) contributions by both the employee and the employer is up to \$110,132 (\$96,607 for employer only contribution). Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education.

**Benefits:** The State benefits package includes enrollment into the Public Employees' Retirement System ([www.nvpers.org](http://www.nvpers.org)), a choice of health insurance plans ([www.pebp.state.nv.us](http://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 Las Vegas or Carson City.

**Application Materials Will Be Accepted Until:** 5:00 p.m. on November 30, 2016.

**Submit Cover Letter, Writing Sample, and Resume To:**

Bre Potter

Public Utilities Commission of Nevada

Email [bpotter@puc.nv.gov](mailto:bpotter@puc.nv.gov)

In subject line please reference: **Assistant General Counsel Position**

Posted: 11/21/16