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PUBLIC UTILITIES COMMISSION

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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, at-will, full-time exempt position within the State of Nevada.

About the PUCN: The PUCN is a 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 Positions Key Areas of Responsibility:

- Provides legal advice to commissioners and hearing officers.
 - 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.
- Drafts Commission orders, regulations, reports, and notices.
- Writes legal opinions, which include findings of fact and conclusions of law, clearly, concisely, and accurately. Evaluates, analyzes, and interprets complex technical, financial, and legal issues in a limited time frame.
- Schedules and participates in hearings, workshops, oral arguments, and prehearing conferences. Assists in developing evidentiary records through questioning of expert witnesses.
- Collaborates with policy advisors, presiding officers, and other attorneys to construct legal arguments, recommendations, and resolutions.
- May be expected to perform additional job-related duties and to have or develop additional job-related knowledge and skills.

Skills Required:

Must be highly-professional, ethical, well-organized, and self-motivated. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with legal staff, engineers, auditors, and economists. Must possess the ability to compile and summarize information; effective communication skills, including strong writing skills; the ability to collaboratively complete writing assignments; and the ability to plan, prioritize, and execute timelines. Must be available for travel (typically up to 10% of the time).

Minimum Qualifications:

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

Approx. Annual Salary Up To \$73,035 (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.)

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 Las Vegas.

Resumes Will Be Accepted Until: Recruitment needs are satisfied.

Submit Cover Letter and Resume / Direct Inquiries To:

Breanne Potter

Public Utilities Commission

Email bpotter@puc.nv.gov

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

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