

Agenda 17-20: Item 2B

Brandee Mooneyhan



August 4, 2020

Breanne Potter
Commission Secretary
Public Utilities Commission



RE: Chief Attorney (Utilities Hearing Officer) position

Dear Ms. Potter:

I was excited to see that the Nevada Public Utilities Commission is recruiting for a hearing officer. I have spent the majority of my legal career assisting judges, beginning my career as a law clerk in the state district court and also working as a staff attorney at the Nevada Supreme Court for almost thirteen years. From this experience, I know I enjoy the procedural aspects of managing a caseload as well as preparing decisions. In my current position as a Deputy Attorney General, my favorite responsibility is acting as counsel to hearing officers in administrative proceedings—in fact, I often wish I could be in the hearing officer's shoes. The position described in the announcement sounds like an ideal mix of the type of work I enjoy, at an organization I would be proud to work for.

In addition to my strong desire to work for the PUCN, I believe my skills and background make me a strong candidate for the position. I have resolved thousands of motions during my career, and have also prepared and edited countless dispositions and legal memoranda. Working at busy state agencies has allowed me to hone my research and writing skills and learn about various substantive areas while managing my time and priorities to effectively complete a significant workload in a timely fashion.

I would sincerely appreciate the opportunity to meet with you and discuss how my background may fit your needs. Thank you for considering my application.

Sincerely,

Brandee Mooneyhan

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EXPERIENCE

Nevada Attorney General's Office

Deputy Attorney General

June 2018 – Present

- Counsel to various state officers, agencies, and boards; includes acting as counsel to hearing officers in administrative matters, handling all aspects of litigation, providing client advice on compliance with federal and state statutes and regulations, assisting clients with legislative matters, and approving contracts

Brandee Mooneyhan, Esq.

Sole Practitioner

October 2017 – June 2018

- Freelance attorney assisting other attorneys in preparing motions, briefs, petitions, memoranda, and other legal documents, in all types of proceedings

Nevada Supreme Court and Court of Appeals

Legal Counsel to Clerk's Office

November 2004 - October 2017

- Supervised 14-person division including supervisory attorneys, staff attorneys, paralegals, and administrative staff
- Resolved procedural and substantive motions
- Resolved emergency petitions, including drafting recommended dispositions
- Edited draft dispositions by judges and staff attorneys in all subject matters for substantive and technical accuracy
- Oversaw all legal aspects of case processing, including resolution of all motions; screening matters for assignment to proper decisional track; and resolving jurisdictional issues
- Managed all aspects of court publications
- Supervised orientation and continuing training of judges' law clerks on research, writing bench memoranda and dispositions, and ethics
- Began as staff attorney; promoted to assistant reporter of decisions, then to legal counsel

Nevada Attorney General's Office

Deputy Attorney General

July 2001 - November 2004

- Represented Nevada Department of Transportation, which included handling all aspects of litigation, advising human resources division on employee discipline, and approving contracts
- Represented State of Nevada in Criminal Justice Division, including federal habeas corpus proceedings and criminal prosecutions, appearances in Ninth Circuit Court of Appeals, and teaching constitutional law, search and seizure, and laws of arrest at Nevada peace officer academies

OTHER PROFESSIONAL ACTIVITY

Association of Reporters of Judicial Decisions

August 2009 - October 2017

- Served on Executive Board from August 2013 through August 2017

EDUCATION

University of Washington School of Law - *Juris Doctor*

University of Nevada - *Bachelor of Arts in Political Science, with high distinction*