



Commission on Ethics
UNCLASSIFIED JOB ANNOUNCEMENT
Posted - June 20, 2013

Associate Counsel, Commission on Ethics

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director.

AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics' mission is to enhance the faith and confidence of Nevadans in the integrity and impartiality of government, specifically state and local public officers and employees. The eight-member commission is tasked with numerous responsibilities in chapter 281A of Nevada Revised Statutes, but its six-person staff focuses on four main functions:

- 1) assisting the Commission to interpret and apply NRS Chapter 281A - the Ethics in Government Law - and guiding public officers and employees on its provisions;
- 2) investigating and making recommendations for the Commission's adjudication of public complaints alleging ethics violations by public officers and employees;
- 3) offering outreach and education to public officers and employees to enhance their awareness of ethics requirements and prohibitions under Nevada law; and
- 4) accepting and monitoring various filings required of certain public officers.

APPROXIMATE ANNUAL SALARY:

Up to \$95,650 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.*) *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

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:

Carson City, Nevada

POSITION DESCRIPTION:

This position reports to the Executive Director. The Associate Counsel will have substantial involvement in:

- cooperating with and/or leading staff to investigate Third-Party Requests for Opinion allegations regarding the conduct of Nevada's public officers and public employees;
- presenting that evidence to the Executive Director in writing and prosecuting appropriate allegations before the Commission in open public hearings;
- negotiating and memorializing proposed settlements and stipulations;
- distilling new statutes and cases and incorporating them in community education programs throughout the state via live classes and through print and online materials (approximately 10 percent travel required);
- researching support for and developing written and oral arguments in civil litigation in which the Commission is or may be a party, in cooperation with and under the direction of Commission Counsel;
- delegating projects to and directing a portion of the activities of three staff members;
- and other duties as assigned.

MINIMUM QUALIFICATIONS:

Applicants must: (1) hold an active license to practice law in Nevada; or (2) be licensed to practice law in another state and able to obtain active Nevada Bar status within the first eight months of Commission employment; or (3) have successfully graduated from an accredited law school and pass the Nevada Bar examination within the first eight months of Commission employment. At least 4 years of practice as a litigation attorney or equivalent relevant experience is preferred. Successful candidates will have demonstrable litigation skills, particularly in legal writing and scholarship, investigation and discovery, examination and cross examination of witnesses, public speaking, and education/advocacy. Experience in criminal, regulatory or administrative prosecution preferred.

Nominal secretarial/administrative support is provided for this position. The Associate Counsel must be able independently to operate basic business machinery and be proficient in Microsoft Office Suite including Outlook, Adobe, LexisNexis, general software and internet use of a personal computer.

APPLICATIONS WILL BE ACCEPTED ONLY UNTIL 5:00 P.M. on THURSDAY JUNE 27, 2013. Applications will be reviewed as they are received, and the recruitment may close and hiring may occur at any time.

To apply, the Commission **must receive** a letter of interest and a resume, and the names, telephone numbers, email addresses and mailing addresses of three professional references **not later than 5:00 p.m. on Thursday June 27** via delivery, email or FAX **only** to:

Nevada Commission on Ethics
704 W. Nye Lane, Suite 204 Carson City, NV 89703

VIA email to: ncoe@ethics.nv.gov

VIA FAX to: **775.687.1279**

The State of Nevada is an Equal Opportunity Employer.