



# State of Nevada Commission on Ethics

Patricia D. Cafferata  
*Executive Director*

## Unclassified Position Announcement

### Investigator

The Nevada Commission on Ethics is seeking qualified applicants for the position of Investigator. This is an unclassified full-time position within Nevada state government based in Las Vegas. The position is appointed by the Commission's Executive Director.

***The Position:*** The Investigator performs the following duties: reviews ethics complaints and responses from the subject of the complaint; perform records searches, conducts interviews, and engages in other investigative activities; analyzes investigative information for potential violations of state law; prepares written reports and analysis regarding just and sufficient cause; prepares witness lists, exhibits, subpoenas, and other materials necessary for panel proceedings and/or hearings; researches issues of legal significance relating to ethics complaints; assists public officers, public employees, and/or members of the public in understanding the process for filing ethics complaints and first party advisory opinion requests; other duties as assigned. The Investigator works with county clerks, accepts and processes all financial disclosure statements and reports to the Executive Director.

***Recruitment Open To:*** All qualified candidates. Accepting applications for future vacancies as they occur.

***Minimum Qualifications:*** Preferred qualifications include a Bachelor's degree from an accredited college or university with major course work in criminal justice, law, business administration or closely related field and two years of experience as an investigator. Experience writing reports based on evidence, applicable laws, rules or regulations and thorough legal analysis is a must. Work experience must have been in a law enforcement, investigative, regulatory, law or comparable setting. Other combinations of education and experience may be considered, if the applicant demonstrates possession of the knowledge, skills and abilities in investigating facts and situations. Working knowledge of website design and ability to monitor and update website is desirable but not required.

***Compensation:*** Range Starting Annual Salary: \$49,828 - \$63,414. Salary is based on applicant's experience. Salary range reflects retirement contributions by both the employee and employer. An employer-paid contribution plan is also available with a reduced gross salary.

***Benefits:*** Paid medical, dental, vision; paid vacation and sick leave, plus 11 paid holidays per year; retirement plan (PERS); life and disability insurance program; tax sheltered deferred compensation plans are also available. State employees do not contribute to Social Security. Long-term employees are eligible for additional benefits.

***To Apply:*** Interested parties should submit a letter outlining their interest along with their resume and a legal/investigative writing sample to:

*Patricia D. Cafferata, Esq., Executive Director*

Nevada Commission on Ethics

3476 Executive Pointe Way, Suite 10, Carson City, NV 89706

Phone: (775) 687-5469

E-mail: pdcafferata@ethics.nv.gov