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UNCLASSIFIED JOB ANNOUNCEMENT
Posted – June 24, 2024

Senior Legal Researcher
(Carson City)

RECRUITMENT OPEN TO:

This is an unclassified, exempt position and is an open competitive recruitment, open to all qualified applicants. The position is an at-will position, which is appointed by and serves at the pleasure of the Executive Director.

AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics provides confidential advisory opinions to public officers and employees and responds to complaints from the public alleging violations of the Ethics in Government Law (NRS Chapter 281A) by public officers and public employees. The Commission also engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities and other political subdivisions throughout Nevada.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$79,532 plus benefits.¹ *(Salary range reflects retirement (PERS) contributions by both the employee and employer.*

POSITION LOCATION:

The Commission's office is in Carson City, Nevada. Travel for Commission meetings is required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

POSITION DESCRIPTION:

This is a full-time position with a detailed position description including specific job duties, education and experience required, and restrictions is provided below.

¹ The salary reflects the 4% cost of living increase that goes into effect on July 1, 2024 as the anticipated start date of this position is after July 1, 2024.

TO APPLY:

Submit the following:

- 1) LETTER OF INTEREST
- 2) RESUME
- 3) THREE PROFESSIONAL REFERENCES, including their names and daytime telephone numbers, and a brief description of your relationship; and

*In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Submit to:

**Ross Armstrong
Executive Director
Nevada Commission on Ethics**

Via email: rarmstrong@ethics.nv.gov

Recruitment is open until July 12, 2024

SENIOR LEGAL RESEARCHER POSITION INFORMATION AND DESCRIPTION

This is an unclassified exempt position that reports to the Executive Director and provides direct legal research, case management and administrative support to the Commission.

Position Title:	Senior Legal Researcher
Department/Division	Commission on Ethics
Budget Account #:	1343
Position Control #:	000005
Position is currently Classified or Unclassified:	Unclassified, Exempt
Position reports to:	Executive Director & Commission Counsel
Who has final selection of position:	Executive Director
Current Salary (Employee Paid)	\$79,532

Duties/Major Responsibilities of the Position:

This position serves as the sole legal/administrative/paralegal support staff to the Commission Counsel, Executive Director and Associate Counsel, and is primarily responsible for performing legal research in all matters assigned and reporting findings in written memoranda, developing, organizing and managing case files, deadlines, notices, correspondence and analysis as directed by Commission Counsel, and providing significant administrative support to the agency.

Education and Experience Required to Perform the Duties of the Position:

Bachelor's degree or certification from a recognized, accredited paralegal program and the equivalent of 3 years of experience as a paralegal in the private or governmental sector, with experience in managing legal cases, legal research, court/administrative filing requirements and document preparation, including preparation of pleadings and other documents filed in administrative proceedings and/or courts.

Knowledge, Skills and Abilities Required to Perform the Job Functions:

Knowledge of substantive, procedural and evidentiary laws to analyze legal questions; ability to prepare legal documents, review written material and provide input to Commission Counsel, Associate Counsel and Senior Investigator; attention to detail; outstanding organizational and administrative skills, proficiency in online legal research (Lexis); experience reading, analyzing and applying facts to case law and statutes; investigatory ability; business communication, writing and proofreading skills including grammar and spelling; professional demeanor; excellent computer skills (Microsoft Office, Outlook, Lexis, Internet); independent, reliable, and high ethical standards.

Knowledge, skills and abilities must include:

1. Ability to communicate clearly and effectively both in oral and written form; appropriate business communication style; writing and proofreading skills including grammar and spelling;
2. Demonstrated knowledge of litigation process.

3. Knowledge of methods to find and apply civil procedure and federal and state court requirements, including e-filing, pleading rules, discovery and the subpoena process.
4. Comprehensive skills in computerized legal research and experience in conducting case analysis.
5. Professional demeanor and the ability to establish and maintain effective working relationships with employees, management and the general public.
6. Skill in word processing, spreadsheet and database applications.
7. Demonstrated skill in hearing (trial) preparation.
8. Broad knowledge of the legal process, and legal research, including the ability to conduct independent legal research via Lexis and Nevada Law Library.
9. Highly detail oriented and excellent organizational skills.
10. Ability to prioritize and work under tight deadlines.
11. Familiarity with substantive, procedural, evidentiary and/or ethics laws to analyze legal opinions regarding legal questions.
12. Excellent computer skills (Microsoft Office, Outlook, Internet).
13. Independent, reliable, confidential, pride in work and high ethical standards.
14. Professional demeanor and the ability to establish and maintain effective working relationships with employees, management and the general public.

Does this position require licensure/certification (if yes, please detail):

Certification from a recognized, accredited paralegal program, or bachelor's degree in a related field.

Statutes and Regulations Administered by This Position:

This position does not administer statutes and regulations but assists the Commission and its staff (Executive Director and Commission Counsel) to administer the provisions of NRS and NAC Chapters 281A (Ethics in Government Law) and 233B (Nevada Administrative Procedures Act). In the context of the Commission's public meetings and transparency in government, this position also assists in the administration of NRS and NAC Chapters 241 (Open Meeting Law) and 239 (Public Records Act)

Dollar amount of the agency budget for which the position is responsible for administration and oversight.

\$0.00

Number and titles of staff that directly report to position:

N/A

Number of indirect reports:

N/A

SPECIFIC JOB DUTIES:

REQUESTS FOR OPINION/CASE MANAGEMENT

1. Requests for Advisory Opinions:
 - a. Prepare and manage electronic case file
 - b. Prepare draft Notice of Hearing, make edits as requested and serve notice on Requester.
 - c. Prepare templates of draft opinions
 - d. Provide assistance in interviewing Requester and gathering, organizing and analyzing facts as directed.

2. Complaint Cases:
 - a. Create and manage case files (physical and electronic).
 - b. Prepare Notice to Subject addressing allegations, prepare Waiver of statutory timelines form.
 - c. Develop Letter of Notice to Requester.
 - d. Serve notices via electronic service or certified mail.
 - e. Maintain pre-Panel calendars.
 - f. Assist Executive Director/Associate Counsel with investigation, as directed, including but not limited to:
 - Initiate discovery tools, organize and manage requests.
 - Analyze responses, documents, investigative files and witness interviews.
 - Schedule witness testimony.
 - Prepare and serve subpoenas.
 - Prepare charts, chronologies and/or summaries of evidence.
 - g. Assist Associate Counsel to prepare Stipulation documents and/or prepare for Panel Hearing, including notices of stipulation hearings.
 - h. If case goes to Hearing, assist Commission Counsel with Notice of Hearing and Scheduling Order (“NOHSO”), and service of same. Prepare/serve amended orders as necessary.
 - i. Calendar Scheduling Order dates, remove from calendar as resolved.
 - j. Assist with Hearing preparation, including:
 - Evidence packages, exhibits and witness lists (i.e., Hearing Book).
 - Witnesses and exhibits coordination.

LEGAL RESEARCH

1. Perform substantive legal research for any Commission-related matter at the direction of Commission Counsel, Executive Director or Associate Counsel, including, without limitation, research of statutes, regulations, cases and Commission precedent on the state, federal and local levels.

2. Review secondary or related administrative resources for relevant research.

3. Shepardize case law to confirm validity of case law.

COMMISSION MEETINGS/HEARINGS

1. Serve as back-up to Executive Assistant to schedule meeting rooms for Commission hearings, coordinate and confirm Court Reporter, changes to meeting rooms, video teleconference, internet feed, call-in info, tentative schedule, sign in sheets etc.
2. Serve as back-up for Executive Assistant to prepare and amend agendas with input from Executive Director and Commission Counsel; post to required locations. File confirmed posting forms.
3. Prepare and assist with Commission meeting books/packets, including arranging for distribution via email, FedEx and Reno Carson Messenger as needed.
4. Assist as back-up for Executive Director to prepare electronic Commissioner/Public meeting book for Commissioners who request the same, and for historical purposes.
5. Attend and provide assistance at Commission meetings as needed, assist with monitoring Internet feed and hearing room for confidential closed sessions, assist public and individuals appearing before the Commission.

ADMINISTRATION

1. Maintain the weekly case status report and distribute to Commission staff members.
2. Staff office from 7:00 a.m. – 5:30 p.m. M- Th.
3. Assist Executive Assistant to process and distribute incoming/outgoing mail and supply deliveries. Answer phones and greet incoming visitors. Respond to general questions regarding Commission processes, etc.
4. Assist Commission Counsel, Executive Director and Associate Counsel in preparing miscellaneous correspondence, calendaring events and deadlines.
5. Provide administrative back-up support to agency and Commission.

PUBLIC RECORD KEEPING

1. Assist in collecting and evaluating documents for Public Records Requests.
2. Coordinate office calendars (Outlook and hard copy) for legal deadlines and other appointments of Commission Counsel and Associate Counsel.

Commission Opinions

1. Prepare Opinion templates.
2. Prepare factual and public information for initial Opinion drafts

3. Verify and document any waivers of confidentiality
4. Compare draft opinions to hearing transcripts for accuracy
5. Assist to finalize and publish Opinions
6. Develop approaches and initiate drafts of Opinion abstracts and digests

Litigation

1. Create and maintain litigation files/e-files and calendars
2. Develop templates and formatting for motions and briefs; research relevant statutes and cases
3. Conform pleadings to relevant court rules
4. Check citations and Shepardize briefs, assist with finalizing pleadings
5. Arrange for filing and service of pleadings
6. Monitor dockets and obtain copies of filed pleadings
7. Calendar deadlines and provide reminders to Commission Counsel

Regulations/Legislation

1. Track proposed regulations and legislation affecting Commission
2. Calendar committee meetings and hearings
3. Facilitate scheduling and notices to amend or adopt regulations
4. Create and maintain files for each tracked proposal
5. Compile and maintain legislative history concerning NRS 281A
6. Monitor related proposed regulations and legislation affecting Commission