BRIAN SANDOVAL
*Governor*

**STATE OF NEVADA**

Yvonne Nevarez-Goodson, Esq.
*Executive Director*

**Commission on Ethics**
**UNCLASSIFIED JOB ANNOUNCEMENT**
Posted – October 2, 2015

# Associate Counsel

**RECRUITMENT OPEN TO:**

This is an unclassified, exempt position and 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 provides advisory opinions to public officers and employees and responds to inquiries from the public alleging violations of the Ethics in Government Law (NRS 281A) by public officers and public employees. The Commission 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 $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.)*

**The Commission on Ethics maintains a 4-day work week (Monday through Thursday) with ten-hour workdays from 7:00 a.m. to 5:30 p.m.**

**POSITION LOCATION:**

Carson City, Nevada. Up to 50% travel 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 position is primarily responsible for supporting the Commission's Executive Director and Commission Counsel. The Associate Counsel conducts investigations of Third-Party Requests for Opinion (RFOs) (public complaints), evaluates and presents evidence for Third-Party RFO hearings, prepares legal motions and negotiates stipulated agreements. Associate Counsel also supports the Commission Counsel in all other legal matters affecting the Commission, including drafting opinions concerning the applicability of the statutory ethical standards to Nevada's public officers and employees and supporting litigation efforts. The position is further responsible for assisting the Executive Director in providing outreach and education to Nevada's

public officers and employees and performing legal research regarding litigation and other matters. This position reports to the Executive Director. 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.

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

Graduation from an ABA accredited law school and active membership in the Nevada State Bar Association. Must have experience with legal research, investigations, legal analysis and memorandums, evidentiary standards and litigation.

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

Must possess superior legal research, writing, and oral presentation skills, must be flexible, and must be well-organized and capable of working independently with minimal supervision or support staff. Ability to investigate facts, analyze applicable laws and prepare related legal memorandums. Must possess skill in effective written and verbal communication.

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

License to practice law in the State of Nevada.

Statutes and Regulations Administered by This Position:

NRS and NAC Chapters 281A, 233B, 241 and 239.

Number and titles of staff that directly report to position:

0

Number of indirect reports:

1 – Senior Investigator.

## Job Description:

**ADMINISTRATION AND SUPERVISION**

1. Develop and analyze the scope and nature of investigations of Third-Party RFOs.
2. Under direction of Executive Director, assign and supervise workload of Senior Investigator related to Third-Party RFOs.
3. Assist Executive Director (and Commission Counsel) to evaluate performance of Senior Investigator and Senior Legal Researcher.
4. Assign various administrative tasks and legal research to Senior Legal Researcher.

**PUBLIC INFORMATION AND EDUCATION**

1. Assist Executive Director to provide outreach and education via training programs to public officers and employees.

**REQUESTS FOR OPINIONS:**

1. **First-Party** Requests for Advisory Opinions:
    a. Assist Commission Counsel to develop and research facts and prepare draft opinions, including interviewing requesters, researching relevant statutes, regulations and Commission precedent and developing legal analysis.

   b. Assist in drafting final opinions and abstract opinions.
2. **Third-Party** Requests for Opinions (complaints):
   a. Shape the scope and nature of investigations, including direction to Senior Investigator.
   b. Prepare reports to the Executive Director regarding recommendations to Commission Investigatory Panels for hearing determinations.
   c. Negotiate and draft proposed stipulated agreements.
   d. Prepare legal motions pre-panel and during course of investigation.
   e. Present evidence and arguments to Commission during hearings.
   f. Comply with scheduling orders, including drafting and/or responding to motions, requesting subpoenas, developing witness and documentary evidence, preparing pre-hearing statements and attending pre-hearing conferences.
   g. Assist in drafting Opinions.

**LITIGATION**

1. Assist Commission Counsel in litigation before any local, state and federal courts, including legal research and drafting legal memoranda.

**TO APPLY:**

SUBMIT A LETTER OF INTEREST, A RESUME, YOUR SALARY REQUIREMENTS, ANY LETTERS OF RECOMMENDATION and the names and daytime telephone numbers of, and a brief description of your relationship with THREE PROFESSIONAL REFERENCES to**:**

**Yvonne M. Nevarez-Goodson, Esq., Executive Director**
**Nevada Commission on Ethics**

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|---|---|
| Via email (preferred method): | ynevarez@ethics.nv.gov |
| Via U.S. mail or other delivery: | 704 W. Nye Lane, Suite 204<br>Carson City, NV 89703 |
| Via FAX: | 775-687-1279 |

*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.

Applications must be **RECEIVED by 5:00 p.m., October 13, 2015**. Late applications will not be considered.

***The State of Nevada is an Equal Opportunity Employer.***