



## EMPLOYMENT OPPORTUNITY

10-05

POSITION AVAILABLE

ATTORNEY

An open competitive recruitment will be held for the position of Attorney for the Southern Nevada Health District. Applicants who meet the minimum training and experience qualifications will be required to participate in an assessment/oral examination. For a complete description of duties and working conditions see classification specifications at [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org).

### DEFINITION

To provide professional legal representation to the Southern Nevada District Board of Health and the Southern Nevada Health District; to provide legal representation and counsel to the Chief Health Officer, the Board and the District, Management and staff; to represent the Board and the District in litigation brought on behalf of or against the Board, the District, or the Chief Health Officer.

### TRAINING AND EXPERIENCE GUIDELINES

**Training:** Graduate of an accredited law school and membership in good standing with the State Bar of Nevada.

**Experience:** A minimum of four years experience in government civil law, or ten years in continuous private practice. *Experience in the area of conducting administrative hearings and regulatory rulemaking highly preferred.*

### License or Certificate:

- Possession of, or ability to obtain a valid Nevada Driver's License.
- Maintain membership in the State Bar of Nevada.

### SALARY RANGE:

\$113,006.40 - \$157,726.40 annually

### OPENING DATE:

### CLOSING DATE:

Will remain open until a sufficient number of qualified applications have been received.

### TESTING PROCEDURES:

Screening will be accomplished by an evaluation of the employment application.

### ORAL EXAM/ASSESSMENT:

TO BE DETERMINED - For applicants who meet minimum requirements.

### APPLY TO:

[www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org)

### OFFICE LOCATION:

SOUTHERN NEVADA HEALTH DISTRICT  
Human Resources Annex  
625 Shadow Lane  
Las Vegas, NV 89106  
Tele: (702) 759-1101 Fax (702) 383-1245

**ATTORNEY**

**DEFINITION**

To provide professional legal representation to the Southern Nevada District Board of Health and the Southern Nevada Health District; to provide legal representation and counsel to the Chief Health Officer, the Board and the District, Management and staff; to represent the Board and the District in litigation brought on behalf of or against the Board, the District, or the Chief Health Officer.

**SUPERVISION RECEIVED AND EXERCISED**

Works independently under the supervision of the Chief Health Officer.  
May supervise support staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provides legal representation and counsel to the Board of Health and its committees, and to Health District management and staff.
- Attends all Board of Health meetings, including all Board committee meetings, and provides counsel to the Board on all matters including Nevada's Open Meeting law and Agenda items.
- Represents the Board and the District, and the Chief Health Officer, in litigation brought on behalf or against the District, District officials or representatives.
- Participates in all stages of litigation involving pleadings, discovery, settlement, negotiations, trials and post judgment proceedings including researching, writing and filing motions, briefs and other documents and exhibits.
- Provides legal representation of the District before the Solid Waste Management Authority Hearing Officer, and prosecutes Notices of Violations for violations of solid waste laws and regulations.
- Prepares and/or reviews contracts and related documents to which the District is a party.
- Reviews rules, policies, plans and strategies prepared by District representatives in carrying out District responsibilities in compliance with applicable laws and regulations.
- Researches legal issues and prepares legal opinions, memoranda and correspondence.
- Maintains and develops expertise about laws, regulations and court decisions which may affect the Board and the District.
- Performs other duties and special projects as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of law and of legal procedures and administrative procedures
- Judicial procedures and the rules of evidence.
- Principles, methods, materials, practices and references utilized in legal research.
- Interviewing techniques.
- Computer and software used in professional legal work.

**Ability to:**

- Perform professional legal and legal research work.
- Analyze facts and apply legal precedents and principles to assigned casework.

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Attorney (*Continued*)**

- Prepare and present cases from the administrative level through all levels of the court system.
- Prepare and present a variety of special reports.
- Operate a computer and use appropriate software in the performance of professional legal work.
- Effectively represent the District with the public, courts, and other government jurisdictions.
- Effectively interact with the public, other attorneys, District officials and employees.
- Maintain a good reputation for honesty, integrity and ability to maintain confidentiality.
- Perform job responsibilities independently and on own initiative in a timely manner in order to meet schedule deadlines.
- Understand and interpret statutes, administrative codes and regulations.
- Communicate effectively verbally and in writing.

### **Training and Experience Guidelines**

#### **Training:**

Graduate of an accredited law school and membership in good standing with the State Bar of Nevada.

#### **Experience:**

A minimum of four years experience in government civil law, or ten years in continuous private practice. Local government experience is preferred.

#### **License or Certificate:**

- Possession of, or ability to obtain a valid Nevada Driver's License.
- Maintain membership in the State Bar of Nevada.

### **CONDITIONS:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/ or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/ or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

FLSA Exempt

Bargaining Unit Ineligible

Schedule 35

Approved by the Board of Health on 2/22/07

Revisions approved by the Board of Health on 3/27/08