

Executive Director
Unclassified Service
Department of Sentencing Policy

Open for Recruitment:

Announcement #

Salary Range:

Location(s): Carson City

OPEN POSITION: The Department of Sentencing Policy is accepting applications for the position of Executive Director.

The Executive Director oversees the functions of the Department; serves as the Executive Secretary of the Nevada Sentencing Commission. With Nevada's criminal justice efforts this position will be tasked with addressing dynamic and challenging issues, and has the opportunity to assist the Sentencing Commission in becoming a strong resource regarding sentencing of offenders in Nevada. Duties include but are not limited to:

- Functions as the liaison between the Sentencing Commission, the Executive Branch, the Legislative Branch, the Judicial Branch, county and state elected officials, stakeholder agencies and organizations, and collaborates with same
- Prepares a biannual report concerning sentencing of offenders in Nevada which includes recommendation changes pertaining to sentencing, findings of the Commission and recommendations for proposed legislation
- Assists the Commission in developing recommendations to the Legislature for sentencing reform
- Manages three staff and develops the budget for the department
- Prepares informational presentations for various stakeholders
- Schedules and prepares for Commission meetings
- Assists the Commission in ensuring compliance with the Nevada Open Meetings law and the Nevada Public Records Act
- Submits requests for information from the various agencies or stakeholders
- Provides guidance and technical assistance to various agencies or stakeholders
- Collaborates with similar organizations in other states and at the national level to inform the Commission and its stakeholders of policies, procedures, and organizational structures in use in other states to support improvement of sentencing reform in Nevada

MINIMUM QUALIFICATIONS: Applicant must hold a Juris Doctor Degree and be licensed to practice law in the State of Nevada. In addition, applicants must have the following:

- Knowledge of Nevada's criminal court system, legal terminology, procedures, and legal ethics
- Ability to create and deliver public presentations to stakeholder groups to educate and inform about sentencing policy and commission activities
- Experience working with elected officials and other relevant stakeholders in state and county government, as well as in the criminal justice system generally
- Experience developing and implementing strategic plans, performance measurements and personnel evaluations

- Computer literacy, including but not limited to, the use of Microsoft Office Applications, databases or case management systems, and the Internet. Effective English usage including: spelling, proofreading, punctuation and grammar
- Incumbents must be able to prioritize multiple work assignments, meet deadlines and work under pressure
- Some travel is required
- Preference may be given to candidates who have:
- Experience with the executive agency legislation process and the rules of the Nevada Senate and Nevada Assembly
- Experience with public sector budgeting processes, including the ability to advocate for and present budget and financial information to legislative committees or to a similar funding authority, and experience creating innovative solutions to manage public sector budget challenges
- Experience and familiarity with the rulemaking process and drafting administrative rules and regulations
- Experience with the Nevada Administrative Procedures Act

HOW TO APPLY: Applicants interested in this position must submit the following: 1) cover letter, 2) resume, and 3) two letters of recommendation. The required application materials must be received no later than _____ incomplete applications will not be considered.

Please direct all application materials to:

Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.