

Open for Recruitment

Announcement #

Salary Range: \$142,017 (Employer/Employee Paid)

Location: Carson City

Recruitment Description

This is an open competitive recruitment, open to all qualified applicants. This position serves at the pleasure of the Nevada Sentencing Commission. It is located in the Nevada Department of Sentencing Policy office in Carson City. Periodic in-state and out-of-state travel is required.

NOTE: All interviews are conducted according to Nevada's Open Meeting Law, meaning that interviews are recorded and open to the public. Resumes to be considered by the Nevada Sentencing Commission will be posted on the Nevada Department of Sentencing Policy's website available for review by the public. Personal information will be removed.

Position Description

The Executive Director oversees the functions of the Department and 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 being a strong resource regarding the criminal justice system and the sentencing of offenders in Nevada. In addition, the Executive Director is committed to the public policy of this State, as detailed in NRS 176.0131. The appointee shall devote their entire time and attention to the duties of their office and shall not engage in any other gainful employment or occupation.

Specific Duties include, but are not limited to:

- Function 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
- Facilitate the collection and aggregation of data from the courts, Department of Corrections, Division of Parole and Probation of the Department of Public Safety, and other criminal justice agencies
- Identify variables or sets of data concerning criminal justice that are not currently collected or shared across agencies of criminal justice within this State
- Prepare statutorily required reports concerning data findings and recommendations from the Sentencing Commission
- Assist the Sentencing Commission in fulfilling its statutory duties to study, analyze, and make recommendations concerning sentencing and corrections policies
- Manage four staff and develops the budget for the Department
- Prepare informational presentations for various stakeholders
- Schedule and prepare Commission meetings

- Assist the Commission in ensuring compliance with the Nevada Open Meeting Law and the Nevada Public Records Act
- Submit requests for information from the various agencies or stakeholders
- Provide guidance and technical assistance to various agencies or stakeholders
- Collaborate 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 sentencing reform in Nevada

Minimum Qualifications

- A bachelor's degree
- A minimum of five years in any area of criminal justice
- High-level experience in the criminal justice system, with demonstrated knowledge of criminal law in Nevada
- Demonstrated understanding of corrections, sentencing, and criminal justice policy
- Demonstrated excellent management and interpersonal skills to foster a team environment
- Demonstrated creative policymaking, project-management, and problem-solving skills
- Excellent written communication and public speaking skills
- Demonstrated understanding of criminal justice data collection and analysis
- Astute understanding of Nevada government, politics, and legislative process
- Ability to successfully manage the dynamic and differing needs, interests, and viewpoints of multiple criminal justice stakeholders

Selection Process

The selection process is conducted under Nevada's Open Meeting Law. Applications will be reviewed to determine those applicants with the knowledge, skills, and abilities required for the position. Qualified applicants will be invited to an interview, at their own expense, in a public meeting on XXXXXX beginning at XXXXXX in XXXXXX. All applicants wishing to be considered for this position must be available for an interview before the Nevada Sentencing Commission at the above date and time. At the conclusion of the meeting, the Commission will forward the names of one to three qualified applicants to the Governor, who will then review and appoint this position.

How to Apply

Applicants interested in this position must submit the following: 1) cover letter; 2) resume; and 3) two letters of recommendations. The required materials must be received no later than July 21, 2023, by 4:00 PM. Incomplete applications will not be considered.

Please direct all application materials to:

Hunter Jones

Nevada Department of Sentencing Policy

625 Fairview Drive, Suite 109

Carson City, NV 89701

hunterjones@ndsp.nv.gov

In the subject line please indicate Last Name/E.D. NDSP

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.