BOARD OF EUREKA COUNTY COMMISSIONERS

Rich McKay, Chairman **P.O. Box 540 * Eureka, Nevada 89316 * Telephone: 775-237-5263** **Mike Schoenwald, Member**
Marty Plaskett, Vice Chair **Posted on or before November 5, 2026** **Kathy Bowling, Clerk**
Recorder

NOTICE IS HEREBY GIVEN that the Board of Eureka County Commissioners will meet pursuant to law on November 12, 2026, at 9:30 a.m. in the Commission Chambers at the County Courthouse located at 10 South Main Street, Eureka, Nevada. ***Note: The meeting will be available telephonically for LISTENING PURPOSES ONLY. To listen to the meeting by phone please dial 1-415-655-0003 and enter code 2498 358 2391# and then # again when prompted. Please make sure that your phone is muted upon connection. It is not necessary to announce that you are participating in the meeting. No public comment will be received from phone participants unless you are on the agenda and are presenting virtually.***

AGENDA

9:30 - CALL TO ORDER

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. *Unless otherwise stated, items may be taken out of the order presented on the agenda, in the direction of the Chair.* **(For Possible Action)**
2. Pledge of Allegiance.

9:35 - PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**
2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

9:40 - APPROVAL OF MINUTES

1. Approval of the minutes of October 6, 2026 and October 20, 2026 Commission meetings. **(For Possible Action)**

9:45- COUNTY COMPTROLLER – Kim Todd, Comptroller

1. Payment of expenditures. *Notice: Expenditures received after action has been taken under this Comptroller section may be presented and acted upon throughout the day.* **(For Possible Action)**
2. Review Fund Balance Report. **(Discussion)**

9:50 - COMMISSIONERS –

1. Discuss, approve or deny Resolution Directing the County Assessor to prepare and publish a list of all taxpayers on the secured tax roll in the county, and the total valuation of property on which they will severally pay taxes pursuant to NRS. 361.300. **(For Possible Action)**
2. Discuss, approve or deny the rental fees waiver for the use of the Crescent Valley Community Center for the services of Bernie Addenbrooke on November 14, 2026. **(For Possible Action)**

COMMISSIONERS -

3. Discuss, approve or deny setting a public hearing to consider the single appraisal and fair market value of real property APN #001-161-03 located at 320 S. Edwards Street. If approved, a public hearing would be set for 12/15/26 to accept the single appraisal of the property, consider public comment, and determine a fair market value for the property, in accordance with NRS 244.2795 and NRS 244.275. (**For Possible Action**)
4. Discuss, approve or deny the County leading the effort on the Tonkin Reservoir Boating Access Improvement Project to include project management through the County Department of Natural Resources and entering subgrants through Nevada Department of Wildlife (NDOW) utilizing pass through federal funds (US Fish and Wildlife Service Sport Fish Restoration – Recreational Boating Access subprogram) to complete the overall project by December 31, 2027. The overall project cost estimate is $235,080.00 with 75% reimbursable through NDOW subgrants ($176,310.00) and 25% in match ($58,770.00) anticipated to be met through in-kind including payroll and benefits, volunteer labor, heavy equipment values, and donations of aggregate material. **(For Possible Action)**
5. Discuss, approve or deny accepting a Subgrant Award SG27-03 through NDOW for Tonkin Reservoir Boating Access Improvement Project non-construction activities with the scope of work to include design, engineering, environmental permitting, plan review, and project management at a total cost of $120,000.00 with 75% reimbursable and 25% covered through in-kind match for the overall Project and, if approved, determine which expenditure and revenue accounts to use for this Subgrant **(For Possible Action)**
6. Discuss, approve or deny ratifying the contract for prosecution services effective thru June 30, 2027 with the law firm of Mackedon, DeBraga & Rowe in an amount not to exceed $300,000.00, with the first $100,000.00 for services rendered to be paid thru 010-001-53010-389, miscellaneous legal fees, and any additional fees up to $200,000.00 to be paid thru 010-024-53010-058, contract services. (**For Possible Action**)

10:15 - CLERK RECORDER - Kathy Bowling, Clerk Recorder

1. Canvass the returns and approve abstract of the vote for the 2026 General Election held November 3, 2026, pursuant to NRS 293.387. **(For Possible Action)**

10:25 - SENIOR CENTERS - Linda Gordon, Senior Center Program Director

1. Report on activities at the Eureka Senior Center and Fannie Komp Senior Center. **(Discussion)**

10:30 - VETERANS OF FOREIGN WARS POST 8194 – Elden Allred

1. Discuss, approve or deny an indefinite waiver of fees for the use of the Opera House for the Annual Veterans Day dinner held every November. **(For Possible Action)**

10:35 - CRESCENT VALLEY TOWN ADVISORY BOARD – Diana Kersey, Chairman

1. Discuss, approve or deny donation from the North End Activities fund (010-071-36046-000) of $4,000 for the Crescent Valley Christmas Event held on December 12, 2026. *Note: Nevada Gold Mines donated $2,500 to the event.* **(For Possible Action)**

10:40 - CRESCENT VALLEY FIRE DEPARTMENT – Jeremy Rice

1. Discuss, approve or deny donation from the North End Activities fund (010-071-53010-018) of $500.00 for the prizes of the Crescent Valley Parade of Lights. **(For Possible Action)**

10:45 - CRESCENT VALLEY MEDICAL SERVICES ADVISORY COMMITTEE –

1. Report on projects and activities with the Crescent Valley Medical Services Advisory Committee. **(Discussion)**

10:50 - IT - Misty Rowley, CIO

1. Report on IT projects and activities. **(Discussion)**
2. Discuss, approve or deny Estimate #544 from SyberNetworks, LLC for the replacement of the GIS server at a cost not to exceed $24,652.58, to be paid with money budgeted in the Assessor Tech Fund (220-271-55010-000) and authorize the CIO to sign the estimate outside of the meeting. **(For Possible Action)**

11:00 - NEVADA DIVISION OF WATER RESOURCES – Jake Tibbitts, Natural Resources Manager

1. Discuss and consider recommending any course of action to the State Engineer under the provisions of NRS 533.563 regarding the water right application 95079 proposing to change the point of diversion and place of use of permit 57757. In accordance with NRS 533.563, notice of consideration of the water rights application was provided in the Eureka County Star for three consecutive weeks. **(For Possible Action)**

11:05 - MYBRARY – Kassie Antonucci, Director

1. Report on projects and activities. **(Discussion)**

11:15 - NEVADA STRATEGIES – Jim Barbee

1. Report on projects and activities. **(Discussion)**

11:30 - NEVADA GOLD MINES – Sam Brown, Community Engagement and Development

1. Presentation of proposed man camp in Crescent Valley. **(Discussion)**

11:45 - COUNTY FACILITIES – Brenna Rogne, Facilities/Events Manager

1. Report on activities and events at County-managed facilities. **(Discussion)**
2. Discuss, approve or deny a new fee schedule and insurance costs for County Facilities. **(For Possible Action)**

12:00 – TREASURER – Pernecia Johnson, Treasurer

1. Review of Treasurer's Report for September 2026. **(Discussion)**

LUNCH

12:35 - HUMAN RESOURCES – Stacy Collette, Human Resources Director

1. Report on Human Resources projects and activities. **(Discussion)**
2. Discuss, approve or deny job descriptions vetted by Department heads and employees in preparation for the compensation study. **(For Possible Action)**
3. Discuss, approve or deny the addition of a Code Enforcement – Civil Processor in the Sheriff's office. **(For Possible Action)**
4. Discuss, approve or deny the addition of a Paralegal in the District Attorney's office. **(For Possible Action)**

12:45 - AMBULANCE AND EMS – Nichole Cooley, EMS Director/Coordinator

1. Report on EMS projects, activities and contract services. **(Discussion)**

1:00 – SHERIFF - Miles Umina, Sheriff

1. Report on Sheriff's Office projects and activities. **(Discussion)**
2. Discuss, approve or deny receiving the State Crisis Intervention Program (SCIP) grant award from the Department of Justice and Bureau of Justice Assistance for Cell Guardian in the amount of $46,919.45. **(For Possible Action)**

1:15 – ROAD DEPARTMENT – Scooter Mentaberry, Road Supervisor

1. Report on Road Department projects and activities. **(Discussion)**

1:25 - PUBLIC WORKS – Jeb Rowley, Public Works Director

1. Report on Public Works projects and activities. **(Discussion)**
2. Discuss, approve or deny authorizing expenditures not to exceed $10,000.00 from Public Parks Capital Outlay (010-074-55010-000) for the Crescent Valley Park Project, including ratification of United Rentals invoices in the amount of $4,425.00 for equipment rental. **(For Possible Action)**
3. Discuss, approve or deny Proposal 018956 from Quest Technology Management to provide and install network infrastructure upgrades and an exterior video surveillance system at the Crescent Valley Senior Center in the amount of $35,661.85, plus freight, utilizing funds from Building and Grounds Capital Outlay (010-015-55010-000) (includes 10% contingency). **(For Possible Action)**
4. Discuss, approve or deny Proposal 023313 from Quest Technology Management to provide and install an electronic access control system on three exterior doors at the Crescent Valley Senior Center in the amount of $18,525.34, plus freight, utilizing funds from Building and Grounds Capital Outlay (010-015-55010-000) (includes 10% contingency). **(For Possible Action)**

1:50 - NATURAL RESOURCES – Jake Tibbitts, Natural Resources Manager

1. Report on current and emerging natural resource issues affecting Eureka County. **(Discussion)**

2:00 – CORRESPONDENCE

1. Review correspondence. **(Discussion)**
2. Commissioner reports on **pertinent** correspondence or other matters. **(Discussion)**

2:05 - PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comments may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**
2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

2:10 – ADJOURNMENT

1. Adjournment of meeting.

Supporting materials for this meeting may be requested by contacting the Commissioners' office at CountyCommission@eurekacountynv.gov, PO Box 540, Eureka, NV 89316, by calling (775) 237-5263 or faxing (775) 237-5614. All times listed on the agenda are approximate. Items may be taken out of the order presented on the agenda. Items may be removed from the agenda prior to, or during, the meeting. Related items may be combined for discussion or action. The phrase "(For Possible Action)" means the Board may, but is not required to, act on the item. This agenda was posted in Eureka at: County Courthouse; County Administrative Facility (Annex); US Post Office; and public bulletin board at 10 S. Main Street. This agenda was posted electronically at Eureka County's website (https://events.eurekacountynv.gov/meetings) and Nevada's public notice website (www.notice.nv.gov). Notice to persons with disabilities: If you require special assistance, please notify the Commissioners' Office prior to the meeting at the email address, mailbox, phone number or fax number listed above.

BOARD OF EUREKA COUNTY COMMISSIONERS

OCTOBER 6, 2026 COMMISSION MINUTES

STATE OF NEVADA)
:SS
COUNTY OF EUREKA)

CALL TO ORDER

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. *Unless otherwise stated, items may be taken out of the order presented on the agenda, in the direction of the Chair.* **(For Possible Action)**
2. Pledge of Allegiance.

The Board of Eureka County Commissioners met pursuant to law on October 6, 2026. Present were Chairman Rich McKay, Vice Chair Marty Plaskett, Commissioner Mike Schoenwald, District Attorney Ted Beutel and Clerk Recorder Kathy Bowling. The meeting was called to order at 9:30 a.m. The interactive video conferencing system was connected between Crescent Valley and Eureka for the entire meeting.

Commissioner Plaskett motioned to approve the agenda with tabling the Local Emergency Planning Commission and the Central Nevada Health District reports. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

The meeting began with the Pledge of Allegiance.

PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**

Chairman McKay called for public comment in both Eureka and Crescent Valley, Eureka resident Gary Link reported to the Board an issue he is having with his neighbors and the hording of trash on their property. The trash is spilling onto his property, bringing mice, racoons and skunks, there is even sign of black mold. Mr. Link explained the District Attorney has drafted an ordinance to deal with the health issues hoarding trash has caused, he urged the Board to approve the ordinance

2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

None considered.

APPROVAL OF MINUTES

1. Approval of the Commission meeting minutes of the September 15, 2026 and reapproval of the August 4, 2026 minutes after requested edits. **(For Possible Action)**

Commissioner Plaskett motioned to approve the meeting minutes of the September 15, 2026 and reapproval of the August 4, 2026. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

COUNTY COMPTROLLER – Kim Todd, Comptroller

1. Payment of expenditures. *Notice: Expenditures received after action has been taken under this Comptroller section may be presented and acted upon throughout the day.* **(For Possible Action)**

The board along with Comptroller Kim Todd reviewed the expenditures.

Commissioner Schoenwald motioned to approve expenditures in the amount of $3,147,191.32, Commissioner Plaskett seconded the motion. The motion carried 3-0.

2. Review Fund Balance Report. **(Discussion)**

The board reviewed the current fund balance report.

COMMISSIONERS –

1. Discuss, approve or deny posting a request for proposals for a contract Eureka County Public Defender in accordance with the Eureka County Plan for Provision of Indigent Defense Services. **(For Possible Action)**

Homa Sayyar, the Deputy Director of the Department of Indigent Defense Services, explained to the Board that the current Eureka County Public Defenders contract expires on December 31st, she reviewed Eureka Counties current plan of indigent defense services with the Department of Indigent Defense Services. Eureka Counties' current maximum contribution amount for the current fiscal year is $48,324.82, every dollar over that is reimbursable from the state. Homa Sayyar will give technical assistance and help build the request for proposals to be posted by November 1st, once proposals have been received the Commissioners will review them and choose at a board meeting in December.

Commissioner Plaskett motioned to approve posting a request for proposals (RFP) for a contract Eureka County Public Defender in accordance with the Eureka County Plan for Provision of Indigent Defense Services, delegating the Clerk Recorder and Human Resources to work on the structure of the RFP and approve the Chair to sign outside of the meeting. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

2. Discuss, approve or deny the ratification of road closures for the Eureka Restoration Enterprises Wine Walk held on September 19th. **(For Possible Action)**

Commissioner Plaskett motioned to approve the ratification of road closures for the Eureka Restoration Enterprises Wine Walk held on September 19th, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

3. Discuss, approve or deny the ratification of road closures for the VFW Car Show on September 26th. **(For Possible Action)**

Commissioner Plaskett motioned to approve the ratification of road closures for the VFW Car Show on September 26th, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

4. Discuss, approve or deny ratifying the fee waiver for the use of the Eureka Fairgrounds for the 2nd annual poker run Saturday, October 3, 2026. **(For Possible Action)**

Commissioner Plaskett motioned to approve ratifying the fee waiver for the use of the Eureka Fairgrounds for the 2nd annual poker run Saturday, October 3, 2026. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

5. Discuss, approve or deny accepting the letter from Nick Collins asking to be moved from member to alternate on the Crescent Valley Medical Services Advisory Committee. **(For Possible Action)**

Commissioner Schoenwald motioned to approve accepting the letter from Nick Collins asking to be moved from member to alternate and the letter from Laura Shivers asking to be moved from alternate to member on the Crescent Valley Medical Services Advisory Committee. Commissioner Plaskett seconded the motion. The motion carried 3-0.

6. Discuss, approve or deny accepting the letter from Laura Shivers asking to be moved from alternate to member on the Crescent Valley Medical Services Advisory Committee. **(For Possible Action)**

Approved with #5.

7. Discuss, approve or deny cancelling the regularly scheduled Board of County Commissioners meetings on November 3 and November 17, 2026 and scheduling an additional meeting on November 12, 2026 in order to canvas the November 3, 2026 General Election. **(For Possible Action)**

The 2026 General Election is on November 3rd, the same day as a Commission meeting, per statute the Board must canvas the election 10 days after the election. The second meeting in November is scheduled for November 17th, the board chose to cancel both and hold 1 additional meeting on November 12th.

Commissioner Plaskett motioned to approve cancelling the regularly scheduled Board of County Commissioners meetings on November 3 and November 17, 2026 and scheduling an additional meeting on November 12, 2026 in order to canvas the November 3, 2026 General Election. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

8. Discuss, approve or deny revisiting the Personnel Policies under the Catastrophic Leave Program: (a) Policy 6.3.1.2.a. that was waved for 2 Eureka County employees at the August 4, 2026 Commission meeting. **(For Possible Action)**

Commissioner Schoenwald motioned to approve extending the Catastrophic Leave Program: (a) Policy 6.3.1.2.a. that was waved for 2 Eureka County employee for another 90 days. Commissioner Plaskett seconded the motion. The motion carried 3-0.

IT - Misty Rowley, CIO

1. Report on IT projects and activities. **(Discussion)**

Jessica Santoyo reported for CIO Misty Rowley, they worked on the October newsletter, social media updates, attended the NPR meeting, worked with EMS on their new Lifepak monitors. Discussion ensued regarding the switch from Webex to Teams and a possible timeline for the switch.

2. Discuss, approve or deny Quest Quote No. 26-09-10 Flex - 3 - 1YR in an amount not to exceed $15,280.20 for the renewal of the Cisco Webex Collaboration Flex Plan for a one-year prepaid term, effective December 5, 2026, through December 4, 2027; and authorize the CIO to sign outside the meeting. **(For Possible Action)**

The Cisco Webex Collaboration Flex Plan will be part of the migration to Teams including going away from telephone lines and going all VOIP.

Commissioner Plaskett motioned to approve the Quest Quote No. 26-09-10 Flex - 3 - 1YR in an amount not to exceed $15,280.20 for the renewal of the Cisco Webex Collaboration Flex Plan for a one-year prepaid term, effective December 5, 2026, through December 4, 2027; and authorize CIO Rowley to sign outside the meeting. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

3. Discuss, approve or deny Quote No. 022955, Version 2, from Quest, in an amount not to exceed $23,038.66 to provide and install fiber from Tank Hill to the vault outside of the VAC, utilizing funds budgeted for Capital Outlay (010-018-55010-000) in the Technology Support budget and authorize the CIO to sign outside the meeting. **(For Possible Action)**

Quote No. 022955, Version 2, from Quest will continue the work installing fiber from Tank Hill to the vault outside of the VAC, the project is very close to being completed.

Commissioner Plaskett motioned to approve Quote No. 022955, Version 2, from Quest, in an amount not to exceed $23,038.66, utilizing funds budgeted for Capital Outlay (010-018-55010-000) in the Technology Support budget and authorize CIO Rowley to sign outside the meeting. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

4. Discuss, approve or deny the purchase of up to 32 additional hours of Ironclad managed services and support from LegalEng Consulting Group (LECG), in 8-hour blocks (see Section 7.1 of the existing Statement of Work), at a rate of $325 per hour, for a total not to exceed amount of $10,400.00, and authorize the CIO to authorize this purchase option in writing as needed outside of the meeting. **(For Possible Action)**

The additional hours from Ironclad managed services and support from LegalEng Consulting Group will cover live training and build training material specific to the County workflows.

Commissioner Plaskett motioned to approve the purchase of up to 32 additional hours of Ironclad managed services and support from LegalEng Consulting Group (LECG), in 8-hour blocks (see Section 7.1 of the existing Statement of Work), at a rate of $325 per hour, for a total not to exceed amount of $10,400.00, and authorize CIO Rowley to authorize this purchase option in writing as needed outside of the meeting. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

RECREATION BOARD – Elmer Porter, Chairman

1.	Report on projects and activities with the Recreation Board. **(Discussion)**

Elmer Porter, Chairman of the Recreation Board, reported they have stayed on budget and their revenues are coming in. Discussion ensued over the Room Tax reports and why they are lower than previous years. The Recreation Board has discussed projects they plan to do within the community including working on enhancing the softball fields, installing RV dumps, a dog park or playground. For capital projects the Recreation Board has discussed updating signs around town and installing a new flagpole.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – Jeb Rowley, Chairman

1.	Report on projects and activities with the Local Emergency Planning Committee (LEPC). **(Discussion)**

Item was tabled.

CRESCENT VALLEY EMERGENCY GROUP – Michael Schoenwald

1.	Discuss, approve or deny the rental fees waiver of the Crescent Valley Community Center for the Crescent Valley Emergency Group annual fundraising dinner on October 9th - 10th. **(For Possible Action)**

Commissioner Schoenwald motioned to approve the rental fees waiver of the Crescent Valley Community Center for the Crescent Valley Emergency Group annual fundraising dinner on October 9th - 10th. Commissioner Plaskett seconded the motion. The motion carried 3-0.

CENTRAL NEVADA HEALTH DISTRICT – Shannon Ernst, Administrator

1.	Report on the Central Nevada Health District. **(Discussion)**

Item was tabled.

TREASURER – Pernecia Johnson, Treasurer

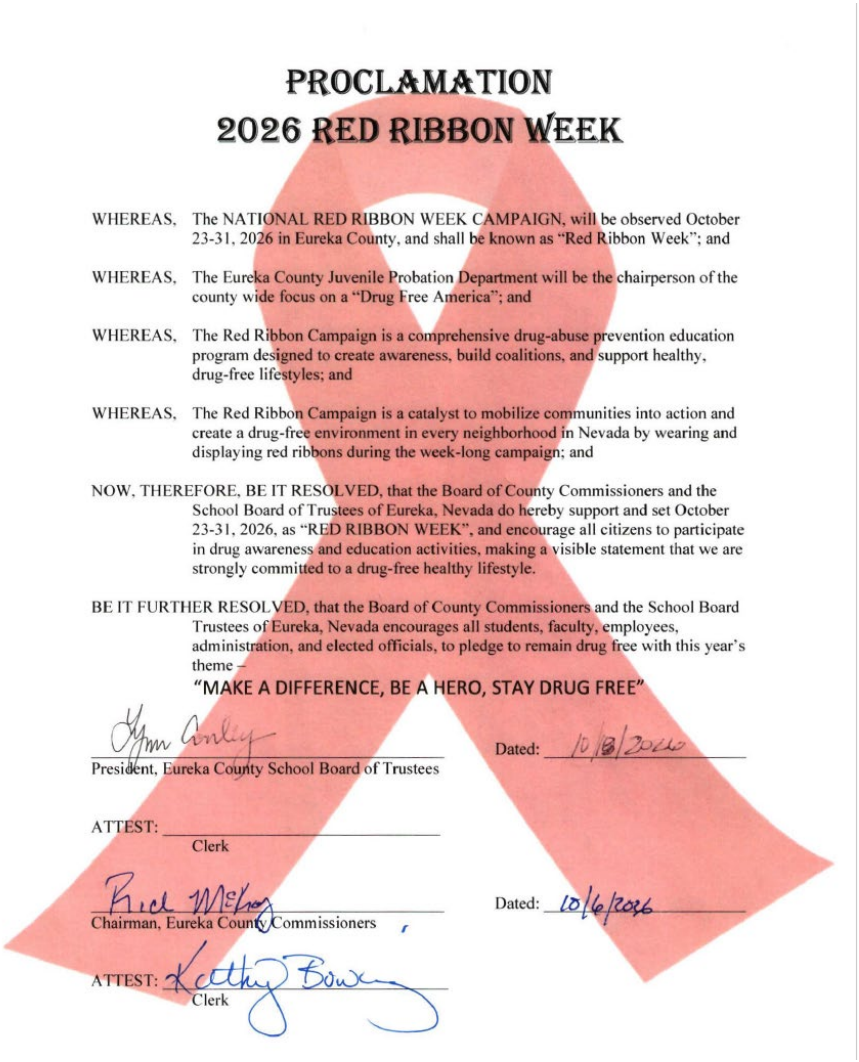
1.	Review of Treasurer's Report for August 2026. **(Discussion)**

The board along with Treasurer Pernecia Johnson reviewed the August 2026 Treasurers report.

JUVENILE PROBATION – Steve Zimmerman, JPO

1.	Discuss, approve or deny adopting a Proclamation declaring October 26th – 29th, as Red Ribbon Week commemorating the National Drug Prevention Campaign, with local events and activities sponsored by Eureka County Juvenile Probation. **(For Possible Action)**

Commissioner Plaskett motioned to approve adopting a Proclamation declaring October 26th – 29th, as Red Ribbon Week commemorating the National Drug Prevention Campaign. Commissioner Schoenwald seconded the motion. The motion carried 3-0.



PROCLAMATION
2026 RED RIBBON WEEK

WHEREAS, The NATIONAL RED RIBBON WEEK CAMPAIGN, will be observed October 23-31, 2026 in Eureka County, and shall be known as "Red Ribbon Week"; and

WHEREAS, The Eureka County Juvenile Probation Department will be the chairperson of the county wide focus on a "Drug Free America"; and

WHEREAS, The Red Ribbon Campaign is a comprehensive drug-abuse prevention education program designed to create awareness, build coalitions, and support healthy, drug-free lifestyles; and

WHEREAS, The Red Ribbon Campaign is a catalyst to mobilize communities into action and create a drug-free environment in every neighborhood in Nevada by wearing and displaying red ribbons during the week-long campaign; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners and the School Board of Trustees of Eureka, Nevada do hereby support and set October 23-31, 2026, as "RED RIBBON WEEK", and encourage all citizens to participate in drug awareness and education activities, making a visible statement that we are strongly committed to a drug-free healthy lifestyle.

BE IT FURTHER RESOLVED, that the Board of County Commissioners and the School Board Trustees of Eureka, Nevada encourages all students, faculty, employees, administration, and elected officials, to pledge to remain drug free with this year's theme –

"MAKE A DIFFERENCE, BE A HERO, STAY DRUG FREE"

President, Eureka County School Board of Trustees — Dated: 10/8/2026

ATTEST: _____ Clerk

Chairman, Eureka County Commissioners — Dated: 10/6/2026

ATTEST: _____ Clerk

2.	Discuss, approve or deny out of state travel for Stephen Zimmerman and Marilyn Strickland-Adams to travel to Dallas, TX on November 11-13, 2026 for the Emerging Drug Trends Conference. **(For Possible Action)**

Commissioner Plaskett motioned to approve out of state travel for Stephen Zimmerman and Marilyn Strickland-Adams to travel to Dallas, TX on November 11-13, 2026 for the Emerging Drug Trends Conference. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

3. Discuss, approve or deny a temporary credit limit increase on the County purchasing card issued to Steve Zimmerman, in the amount of $2,000 ($3,000 total), for the month of October of 2026 for the purchases of registration costs and hotel costs for the Emerging Drug Trends Conference in Dallas, TX on November 11-13, 2026. **(For Possible Action)**

The funds for the trip to Dallas Texas for the Emerging Drug Trends Conference will be reimbursed by the PACE Coalition.

Commissioner Plaskett motioned to approve a temporary credit limit increase on the County purchasing card issued to Steve Zimmerman, in the amount of $2,000 ($3,000 total), for the month of October of 2026 for the purchases of registration costs and hotel costs for the Emerging Drug Trends Conference in Dallas, TX on November 11-13, 2026. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

HUMAN RESOURCES – Stacy Collette, Human Resources Director

1. Report on Human Resources projects and activities. **(Discussion)**

Human Resources Director Stacy Collette reported she has been part of Eureka County for 2 weeks and in that time she has worked on getting up to date with the current issues, current vacancies, onboarding processes, performance review processes and working closely with Jim Barbee on the compensation study. Director Collette reported there are 20 vacancies and 4 positions posted on NeoGov.

SHERIFF - Miles Umina, Sheriff

1. Report on Sheriff's Office projects and activities. **(Discussion)**

Sheriff Miles Umina reported his staff covered the Wine Walk and the Car Show. Sheriff Umina responded to Gary Link's public comment stating they are working on the code enforcement/civil administrator position and the ordinance to help alleviate situations like Gary Link's. Sheriff Umina reported on the speeding issues they are having on Highway 278, he has increased Deputy presence on the Highway to help.

2. Discuss, approve or deny the FY2026/2027 Forensic Science Agreement with the Washoe County Sheriff's Office. **(For Possible Action)**

Commissioner Plaskett motioned to approve the FY2026/2027 Forensic Science Agreement with the Washoe County Sheriff's Office. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

The board took a 10-minute break.
Chairman McKay called the meeting back to order at 11:23am.

ROAD DEPARTMENT – Scooter Mentaberry, Road Supervisor

1. Report on Road Department projects and activities. **(Discussion)**

Road Supervisor Scooter Mentaberry reported on roads the crews have graded, cattle guard repairs, landfill coverage and the airport snowplow was transported to the McCandless Truck Center in Sparks.

PUBLIC WORKS – Lester Porter, Assistant Public Works Director

1. Report on Public Works projects and activities. **(Discussion)**

Assistant Public Works Director Lester Porter reported the water crew finished the meter reads in Crescent Valley, they have hauled in Class 2 base to the area for the walking track at the Crescent Valley park and they have started to assemble the exercise equipment. The buildings and grounds crews have begun winterizing the sprinklers on all the County grasses. They have started working on quotes for new streetlights for main street and parking lots. The Courthouse painting project has been pushed to spring and carpet samples were delivered for the Courthouse.

2. Update on JD Ranch Road maintenance activities. **(Discussion)**

Road Supervisor Scooter Mentaberry reported he received some complaints on the status of the JD Ranch Road, once he drove the road, he realized it needed some extra work. Supervisor Mentaberry pulled resources and focused on the road last week. They also applied Magnesium Chloride to the road to help with the dust. Discussion ensued regarding the state of the road and future plans to help maintain the road.

3. Discuss, approve or deny ratification of the execution of Airport Infrastructure Grant Agreement No. 3-32-0007-023-2026 for the Eureka Airport (05U) Valley Gutter replacement (design and construction) and Reseal Runway 18/36, Taxiway, and Apron (design) project, in the amount of $113,000.00. **(For Possible Action)**

Commissioner Plaskett motioned to approve the ratification of the execution of Airport Infrastructure Grant Agreement No. 3-32-0007-023-2026 for the Eureka Airport (05U) Valley Gutter replacement (design and construction) and Reseal Runway 18/36, Taxiway, and Apron (design) project, in the amount of $113,000.00. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

4. Discuss, approve or deny a) acceptance of the proposal submitted by Sierra Nevada Construction, Inc., in the amount of $84,150.00, for the Eureka Airport (05U) Valley Gutter Replacement project, Owner's Contract No. EU-2026-544 (IIJA Project No. 3-32-0007-023-2026); and b) authorization for the Chairman to execute the associated Construction Contract Agreement with Sierra Nevada Construction, Inc., utilizing funds budgeted for Capital Outlay in the Airport Fund (010-016-55010-000). **(For Possible Action)**

Eureka Airport (05U) Valley Gutter Replacement project is covered by the grant received for the Eureka Airport construction project.

Commissioner Plaskett motioned to approve accepting the proposal submitted by Sierra Nevada Construction, Inc., in the amount of $84,150.00, for the Eureka Airport (05U) Valley Gutter Replacement project and authorize Chairman McKay to execute the associated Construction Contract Agreement with Sierra Nevada Construction, Inc., utilizing funds budgeted for Capital Outlay in the Airport Fund (010-016-55010-000). Commissioner Schoenwald seconded the motion. The motion carried 3-0.

5. Discuss, approve or deny approval of proposals for Courthouse rooftop HVAC replacement and ductless mini-split installations at the Road Shop, Hog Pen Booster Station, Well 2, and Senior Center, utilizing funds budgeted for Capital Outlay in the Building Maintenance Fund (040-130-55010-000), as follows: a) Snyder Mechanical proposal, in the amount of $22,218.00, for removal and replacement of the Courthouse rooftop HVAC unit and installation of mini-split heat pumps at the Road Shop, Hog Pen Booster Station, and Well 2; and b) Quantum Electric, LLC proposal, in the amount of $16,325.40, for electrical disconnection/reconnection at the Courthouse and power connections to the mini-split units at the Road Shop, Hog Pen Booster Station, Well 2, and Senior Center. **(For Possible Action)**

Assistant Public Works Director Lester Porter explained the rooftop unit at the Courthouse is $16,325.40 and requires a crane for installation by Snyder Mechanical. The $22,218.00 is for the combined installation of mini-split heat pumps at the Road Shop, Hog Pen Booster Station, and Well 2. The board discussed approving the corrected amounts so the project can get started and bring the agenda item back to a future meeting for correct verbiage.

Commissioner Schoenwald motioned to approve the Courthouse rooftop unit and mini-split heat pumps at the Road Shop, Hog Pen Booster Station, and Well 2 project and bring the ratification of the billing to the next Commission agenda. Commissioner Plaskett seconded the motion. The motion carried 3-0.

CORRESPONDENCE

1. Review correspondence. **(Discussion)**

Governor Lombardo renews partnerships to support Outdoor Recreation and Public lands in Nevada, Governor Lombardo signs off on emergency funding for school districts facing declining enrollments. Nevada Secretary of State Francisco Aguilar encourages Nevadans to get ready to Vote on National Voter Registration Day, Nevada SOS Francisco Aguilar releases statement after Supreme Court rules to block mail ballot restrictions. Nevada SOS Francisco Aguilar urges Nevada federal delegation to deploy election observers to US Postal Offices, Nevada SOS highlights trusted election information tools ahead of 2026 general election, Nevada SOS office releases 2026 Ballot question guide. Partnership proposal for free healthcare for Las Vegas area families, Announcement of Bug and Hawk Fire Survivors may now apply for small business administration disaster assistance loans, Nevada Gold Mines renewal application, Rec Board September 22nd meeting agenda, Vitality Unlimited October Service flier, Allison Mackenzie Nevada Day invitation. Eureka NRAC meeting announcement, Eureka TV Board September

meeting minutes, High School Rodeo thank you card, NACO September agenda packet, NACO Annual 2026 business meeting agenda, NACCEO announcement of social media page, NACO Sept 11th and 18th newsletters.

2. Commissioner reports on **pertinent** correspondence or other matters. **(Discussion)**

Nothing reported.

PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comments may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**

Chairman McKay called for public comment in both Eureka and Crescent Valley, Lisa Wolf with the Eureka Sentinel asked if Jane Eberhardy is planning on putting in a proposal for the public defender. District Attorney Ted Beutel responded that Jane Eberhardy is running for District Court Judge.

2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

Nothing considered.

ADJOURNMENT

1. Adjournment of meeting.

Commissioner Plaskett motioned to adjourn the meeting, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

The meeting adjourned at 11:57am.

Prepared and submitted by Deputy Clerk Recorder Katelyn Ziemann.
Approved this 12th day of November, 2026 by the Board of Eureka County Commissioners.

_____
Rich McKay, Chairman

ATTEST: _____
Clerk Recorder Kathy Bowling

BOARD OF EUREKA COUNTY COMMISSIONERS

OCTOBER 20, 2026 MEETING MINUTES

STATE OF NEVADA)
:SS
COUNTY OF EUREKA)

CALL TO ORDER

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. *Unless otherwise stated, items may be taken out of the order presented on the agenda, in the direction of the Chair.* **(For Possible Action)**

2. Pledge of Allegiance.

The Board of Eureka County Commissioners met pursuant to law on October 20, 2026. Present were Chairman Rich McKay, Vice Chair Marty Plaskett and Clerk Recorder Kathy Bowling. Commissioner Mike Schoenwald and District Attorney Ted Beutel were absent from the meeting. The meeting was called to order at 9:30 a.m. The interactive video conferencing system was connected between Crescent Valley and Eureka for the entire meeting.

Commissioner Plaskett motioned to approve the agenda with tabling the County Facilities report, Chairman McKay seconded the motion. The motion carried 2-0.

The meeting began with the Pledge of Allegiance.

PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comments may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**

Chairman McKay called for public comment in both Eureka and Crescent Valley, hearing none he proceeded to the next item.

2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

The board considered putting a fee waiver for the VFW on the next agenda.

COUNTY COMPTROLLER – Kim Todd, Comptroller

1.	Payment of expenditures. *Notice: Expenditures received after action has been taken under this Comptroller section may be presented and acted upon throughout the day.* **(For Possible Action)**

The board along with Assistant Comptroller DeeAnna Colby reviewed the meeting expenditures.

Commissioner Plaskett motioned to approve expenditures in the amount of $3,119,359.12 with passthroughs of $887.61 to Nevada Department of Taxation Room Tax, $1,139,569.30 to Nevada State Controller School taxes, $1,034,485.14 to Nevada State Controller, $119,070.00 to Nevada Division of Minerals and $312 to the Washoe County Crime Lab, also 2 invoices over 6 months. Chairman McKay seconded the motion. The motion carried 2-0.

2.	Review Fund Balance Report. **(Discussion)**

The board reviewed the current fund balance report.

COMMISSIONERS –

1.	Discuss, approve or deny ratifying and signing the Indigent Defense Financial Status Report for the 1st quarter of Fiscal Year 2026, which is due to the Department of Indigent Defense Services by October 15, 2026. **(For Possible Action)**

Clerk Recorder Kathy Bowling commented that the report is low due to the Public Defender Jane Eberhardy not reporting this quarter, the next quarter will be higher once she reports.

Commissioner Plaskett motioned to approve ratifying and signing the Indigent Defense Financial Status Report for the 1st quarter of Fiscal Year 2026, which was due to the Department of Indigent Defense Services by October 15, 2026. Chairman McKay seconded the motion. The motion carried 2-0.

2.	Discuss, approve or deny the rental fee waiver of the Opera House for the Veterans of Foreign Wars Post 8194 Veterans Day Dinner on November 7, 2026. **(For Possible Action)**

Doug Dickover with the Veterans of Foreign Wars Post 8194 requested a future agenda item to waive the fees for the Veterans of Foreign Wars Post 8194 to use the Opera House for their annual Veterans Day dinner every year.

Commissioner Plaskett motioned to approve the rental fee waiver of the Opera House for the Veterans of Foreign Wars Post 8194 Veterans Day Dinner on November 7, 2026. Chairman McKay seconded the motion. The motion carried 2-0.

3. Discuss, approve or deny proposed Scope of Work and Fee Schedule with Arc Dome Strategies, LLC for the NV Legislature Lobbying Contract leading up to and through the 2027 Session and the subsequent two-year Interim. **(For Possible Action)**

Jake Tibbitts noted to the board the monthly fee increase of $500 in the proposed Scope of Work and Fee Schedule with Arc Dome Strategies, LLC and the contract extension for 3 years.

Commissioner Plaskett motioned to approve the proposed Scope of Work and Fee Schedule with Arc Dome Strategies, LLC for the NV Legislature Lobbying Contract leading up to and through the 2027 Session and the subsequent two-year Interim. Chairman McKay seconded the motion. The motion carried 2-0.

4. Discuss, approve or deny uploading the Commission meeting recordings to the Eureka County website. **(For Possible Action)**

Webmaster Michael Mears explained to the board there have been many requests to have the ability to download the commission meeting recordings, he looked into the size availability and storage that the website could handle. Webmaster Mears suggested uploading the audio file after a commission meeting to be up until the next meeting, that would give 2 weeks for people to download the file before the next meetings audio file replaces it. If an individual wants an archived audio file they will have to contact the Clerk Recorders office, fill out a Public Records Request and pay the $7 USB fee.

Commissioner Plaskett motioned to approve uploading the Commission meeting recordings to the Eureka County website. Chairman McKay seconded the motion. The motion carried 2-0.

DAVID CLARK –

1. Report on conditions of a retaining wall located at 400 S Edwards St. Eureka, NV. **(Discussion)**

David Clark, a Eureka Resident who lives at 400 S Edwards Street in Eureka Nevada reported to the board damage that occurred to his retaining wall during the road construction happening by SNC. Mr. Clark explained the soil holding his retaining wall was removed and sewer pipe was attached to the gutter drains of his wall without his consent. Mr. Clark has a report showing cracks before and after the construction, he reported 8 new cracks. He also explained that his neighbor Sean Smith had Deputy David Hicks present him with an ordinance violation of water damage, water over the roadway and causing impassable conditions. Mr. Clark asked Public Works Director Jeb Rowley for the reports of road closures or impassable damages, none were presented, Mr. Clark suspects it is due to Sean Smiths private driveway being paid by taxpayers bill. Discussion ensued over solutions to Mr. Clarks complaint, he feels an investigation into the fraud and theft to taxpayers dollars is a necessary response.

SENIOR CENTERS - Linda Gordon, Senior Center Program Director

1. Report on activities at the Eureka Senior Center and Fannie Komp Senior Center. **(Discussion)**

Senior Center Program Director Linda Gordon reported for the month of September they deposited $2,523.00, Eureka served 661 meals and Crescent Valley served 605. Director Gordon reported on the senior housing on Monroe Street, all the apartments are full.

2. Report on projects and activities with the Senior Center Advisory Board. **(Discussion)**

Senior Center Program Director Linda Gordon reported there are 8 members on the Senior Center Advisory Board, they meet quarterly and in January will elect new officers.

IT – Misty Rowley, CIO

1. Discuss, approve or deny the FirstDigital Communications Universal Terms of Service Agreement and Service Level Agreement governing FirstDigital-provided telecommunications and authorize the CIO to sign the agreements outside of the meeting. **(For Possible Action)**

FirstDigital Communications Universal Terms of Service Agreement and Service Level Agreement is part of the transition from Webex to Teams; it will allow devices to switch from Webex phones to a more universal option.

Commissioner Plaskett motioned to approve the FirstDigital Communications Universal Terms of Service Agreement and Service Level Agreement governing FirstDigital-provided telecommunications for 36 months and authorized CIO Rowley to sign the agreements outside of the meeting. Chairman McKay seconded the motion. The motion carried 2-0.

2. Discuss, approve or deny the FirstDigital Service Order Agreement for Cloud Communications Platform/Teams services, for a 36-month term at an estimated monthly cost of $652.08 and an estimated one-time installation cost of $115.00, based on current services and line counts, with actual charges determined by services, line counts, and usage, plus applicable taxes. Authorize the CIO to sign the agreement outside of the meeting and to add or remove lines as needed throughout the term. **(For Possible Action)**

Commissioner Plaskett motioned to approve the FirstDigital Service Order Agreement for Cloud Communications Platform/Teams services, for a 36-month term at an estimated monthly cost of $652.08 and an estimated one-time installation cost of $115.00, based on current services and line counts, with actual charges determined by services, line counts, and usage, plus applicable taxes. Authorize CIO Rowley to sign the agreement outside of the meeting and to add or remove lines as needed throughout the term. Chairman McKay seconded the motion. The motion carried 2-0.

3. Discuss, approve or deny accepting Quote #Q-011812 from Quest for a three-year Zscaler cybersecurity subscription, for the period of October 31, 2026, through October 30, 2029, for an amount not to exceed $80,775.03, and authorize the CIO to sign the documents outside of the meeting. **(For Possible Action)**

Commissioner Plaskett motioned to approve accepting Quote #Q-011812 from Quest for a three-year Zscaler cybersecurity subscription, for the period of October 31, 2026, through October 30, 2029, for an amount not to exceed $80,775.03, and authorize CIO Rowley to sign the documents outside of the meeting. Chairman McKay seconded the motion. The motion carried 2-0.

CENTRAL NEVADA HEALTH DISTRICT – Shannon Ernst, Administrator

1.	Report on the Central Nevada Health District. **(Discussion)**

Victoria Sepcic the Epidemiology Program Director for Central Nevada Health District, reported the Environmental Health Manager position, the Fallon Mineral Resource Liaison position and the Public Health Preparedness Planner position have all closed and interviews are scheduled. The Eureka Resource Liaison position is still open. Flu Pods are scheduled in Eureka for the 21st and in Crescent Valley on the 22nd.

VITALITY UNLIMITED – Marianne McKown, Outreach and Partnership Development Coordinator

1.	Report on services being provided in Eureka and Crescent Valley. **(Discussion)**

Marianne McKown, Outreach and Partnership Development Coordinator with Vitality Unlimited reported they have seen an increase in teenagers who are having issues with opioid use. Ms. McKown reported the numbers for both Eureka and Crescent Valley continue to increase. Laura Shivers asked if there was an age restriction for children to get treatment and what was required. Ms. McKown answered that they need permission by the legal guardian to see children under 18.

NEVADA GOLD MINES – Sam Brown, Community Engagement and Development Specialist

1.	Presentation of activity at the Cortez District of Nevada Gold Mines. **(Discussion)**

Sam Brown the Community Engagement and Development Specialist for Nevada Gold Mines gave a presentation on community partnerships not just in Elko and Eureka County but throughout Nevada. In 2025, $3 billion was given back to Nevada through economic development, education, health, cultural heritage and environmental investment. Nevada Gold Mines partners with 10 Native American tribes across Northern Nevada. Mr. Brown showed pictures from the Cortez Family Days, the Life of a Mine event at the Crescent Valley Elementary School, teacher appreciation by buying the teachers coffee in McDermott, Jackpot, Wendover, Eureka and Crescent Valley. To date Nevada Gold Mines has helped 126 small businesses with loans totaling over $14 million.

CRESCENT VALLEY TOWN ADVISORY BOARD – Diana Kersey, Chairman

1.	Report on projects and activities with the Crescent Valley Town Advisory Board. **(Discussion)**

Crescent Valley Town Advisory Board Chairman Diana Kersey reported they held their Crescent Valley Fun Days in June and had a great turnout, they are starting to plan for the Christmas Dinner held on December 12th, they have been working with Lester Porter in Public Works on their park beautification project. They are having difficulty getting a response from the Nevada Department of Transportation on the allowed brightness requirements for the proposed electronic signboard at the Crescent Valley Welcome Center, the Commissioners responded that they will help them in any way they can.

CRESCENT VALLEY MEDICAL SERVICES ADVISORY COMMITTEE – Kim Sewell, Chair

1.	Report on projects and activities with the Crescent Valley Medical Services Advisory Committee. **(Discussion)**

Chairman of the Crescent Valley Medical Services Advisory Committee Kim Sewell reported they moved some of their board seats around, she reported they have heard positive feedback about Vitality Unlimited and they have worked with Nichole Cooley and Beth Humphries from William B. Ririe closely on new equipment.

CRESCENT VALLEY FIRE DEPARTMENT – Jeremy Rice, Fire Chief

1.	Discuss, approve or deny the rental fee waiver of the Crescent Valley Community Center and Snack Shack for the Annual Crescent Valley Trunk or Treat held on October 24, 2026. **(For Possible Action)**

Commissioner Plaskett motioned to approve the rental fee waiver of the Crescent Valley Community Center for the Annual Crescent Valley Trunk or Treat held on October 24, 2026. Chairman McKay seconded the motion. The motion carried 2-0.

TELEVISION DISTRICT BOARD – Randy Klatt, Chairman

1.	Report on projects and activities with the Television District Board. **(Discussion)**

Chairman of the Television District Board Randy Klatt reported Eagle Communications finished the ice shield project, McEwen Mining requested some space on one of the towers and will start paying $250 a month for rent. FEMA is going to have an Emergency Alert System nationwide test on December 3rd. Mr. Klatt reported the TV Board will have 2 vacancies come January 1st.

The board took 10-minute break.
Chairman McKay called the meeting back to order at 11:15am.

COUNTY FACILITIES – Brenna Rogne, Facilities/Events Manager

1.	Report on activities and events at County-managed facilities. **(Discussion)**

Item was tabled.

HUMAN RESOURCES – Stacy Collette, Human Resources Director

1.	Report on Human Resources projects and activities. **(Discussion)**

Human Resources Director Stacy Collette reported she has been working on the compensation study and helping different departments redo their job descriptions. She worked with departments on employee issues, worked through some backlog and helped with recruiting efforts.

2.	Discuss, approve or deny continued use and extension of Personnel Policy 6.3.1.2.a, the Catastrophic Leave Program, for 2 employees with the understanding Department leadership will work with the individuals throughout this 3-month period as needed **(For Possible Action)**

Human Resources Director Collette explained that one of the employees is asking for 6-months leave without pay, it is extenuating circumstances, but they want to ensure job protection. The second employee has planned to return to work so the request would be for only 1 individual.

Commissioner Plaskett motioned to approve a 6-month unpaid leave extension for 1 employee, Chairman McKay seconded the motion. The motion carried 2-0.

3.	Discuss, approve or deny the reduction of a ¼ time custodial position in Public Works **(For Possible Action)**

Public Works reevaluated the organization structure, progressive value and services that the ¼ time custodial position was responsible for and decided the produced duties can be assumed by existing staff.

Commissioner Plaskett motioned to approve the reduction of a ¼ time custodial position in Public Works, Chairman McKay seconded the motion. The motion carried 2-0.

4.	Discuss, approve or deny job descriptions vetted by Department heads and employees in preparation for the compensation study. **(For Possible Action)**

Director Collette presented 3 job descriptions from the Juvenile Probation department, they have been vetted through the department leadership. Director Collette explained that once approved, the new job descriptions will go into the official records within the personnel file as well as copies for

the budget and next years audit, the job descriptions will be given to Jim Barbee with Nevada Strategies for the compensation study.

Commissioner Plaskett motioned to approve the 3 job descriptions vetted by Department heads and employees in preparation for the compensation study. Chairman McKay seconded the motion. The motion carried 2-0.

AMBULANCE AND EMS – Nichole Cooley, EMS Director/Coordinator

1.	Report on EMS projects, activities and contract services. **(Discussion)**

EMS Director/Coordinator Nichole Cooley reported for the month of September there was a total of 36 runs, 15 in Eureka, Eureka MedEx had 9 and Crescent Valley MedEx had 12 and they brought in $18,740.28.

SHERIFF - Miles Umina, Sheriff

1.	Report on Sheriff's Office projects and activities. **(Discussion)**

Sheriff Miles Umina reported he has been working with Human Resources on job descriptions, his policy project is almost complete, and he will be attending Crescent Valley's Trunk or Treat event on October 24th. Sheriff Umina reported on an incident that occurred where the Clerks office was informed of possible white powder being sent out to government offices, the white powder substance was tested and came back negative for anything dangerous. The Sheriffs office passed out Narcan and rubber gloves and set up a protocol for opening mail. Sheriff Umina reached out to the PACE Coalition and ordered more bags of Narcan to pass out at the schools, offices and all fire departments.

PUBLIC WORKS – Jeb Rowley, Public Works Director

1.	Update on Public Works projects and activities. **(Discussion)**

Public Works Director Jeb Rowley reported the final water billing will be going out for consumption billing and they will be moving to flat rate billing. Director Rowley has been working with Human Resources and Nevada Strategies updating job descriptions. The building and grounds crews have been winterizing buildings and irrigation systems in Eureka and Crescent Valley. They have received the final quotes for the cameras and access controls for the Crescent Valley Senior Center, he will bring them to a later meeting for approval.

2.	Report on projects and activities with the Local Emergency Planning Committee (LEPC). **(Discussion)**

Jeb Rowley reported the Local Emergency Planning Committee (LEPC) had a meeting on September 21st where they updated multiple memberships in the committee. They chose the April 26th fuel tanker spill as the annual live event to submit for the CIRCA OPTI grant compliance. This year they chose to use the funds for new turnout gear for the fire stations, EMS employees and Sheriff office employees who volunteer with the county fire stations. At their December 6th meeting they will look at the annual hazardous materials response plan and the emergency operations plan review that is due every year by December 31st.

3. Discuss, approve or deny applications for a 3/4-inch residential water service for APN 001-012-11 in the town of Eureka. **(For Possible Action)**

Commissioner Plaskett motioned to approve the application for a 3/4-inch residential water service for APN 001-012-11 in the town of Eureka, Chairman McKay seconded the motion. The motion carried 2-0.

4. Discuss, approve or deny renewing the one-year lease agreement with William Bee Ririe Hospital and Rural Health Clinic for the residence located at 351 Well Street in Eureka. **(For Possible Action)**

Commissioner Plaskett motioned to approve renewing the one-year lease agreement for the residence located at 351 Well Street in Eureka and signing a one-year lease agreement for the residence located at 381 Well Street in Eureka with William Bee Ririe Hospital and Rural Health Clinic. Chairman McKay seconded the motion. The motion carried 2-0.

5. Discuss, approve or deny signing a one-year lease agreement with William Bee Ririe Hospital and Rural Health Clinic for the residence located at 381 Well Street in Eureka. **(For Possible Action)**

Approved with item #4.

6. Discuss, approve or deny the ratification of the proposals for the Courthouse Rooftop HVAC replacement from Snyder Mechanical in the amount of $16,473.00 and Quantum Electric in the amount of $1,672.90 for the total amount of $18,145.90, utilizing funds budgeted for Capital Outlay in the Building Maintenance Fund (040-130-55010-000). **(For Possible Action)**

The Courthouse Rooftop HVAC replacement project was approved to begin at the previous meeting while the funds were finalized.

Commissioner Plaskett motioned to approve the ratification of the proposals for the Courthouse Rooftop HVAC replacement from Snyder Mechanical in the amount of $16,473.00 and Quantum Electric in the amount of $1,672.90 for the total amount of $18,145.90, utilizing funds budgeted for Capital Outlay in the Building Maintenance Fund (040-130-55010-000). Chairman McKay seconded the motion. The motion caried 2-0.

7. Discuss, approve or deny the ratification of the proposals for the installation of ductless mini-splits at the Eureka Road Shop, Hog Pen Booster Station, and Well 2 from Snyder Mechanical in the amount of $5,745.00, and for the electrical work at those locations and the Eureka Senior Center from Quantum Electric in the amount of $13,652.50, for a total of $19,397.50, utilizing funds budgeted for Capital Outlay in the Building Maintenance Fund (040-130-55010-000). **(For Possible Action)**

The project was approved to begin at the previous meeting while the funds were finalized.

Commissioner Plaskett motioned to approve the ratification of the proposals for the installation of ductless mini-splits at the Eureka Road Shop, Hog Pen Booster Station, and Well 2 from Snyder Mechanical in the amount of $5,745.00, and for the electrical work at those locations and the Eureka Senior Center from Quantum Electric in the amount of $13,652.50, for a total of $19,397.50, utilizing funds budgeted for Capital Outlay in the Building Maintenance Fund (040-130-55010-000). Chairman McKay seconded the motion. The motion carried 2-0.

NATURAL RESOURCES – Jake Tibbitts, Natural Resources Manager

1. Report on current and emerging natural resource issues affecting Eureka County. **(Discussion)**

Natural Resources Manager Jake Tibbitts reported the Western Rural Development Center asked him to serve on their board of directors, he will be attending meetings for that on November 12th and 13th. Manager Tibbitts reported new grazing permit renewals that have been sent out, NRAC will discuss them at their next meeting. The Natural Resource department has been spraying weeds, in the fall they focus on knapweed and thistle. Balanced Rock Power will hold a presentation for the public at the Opera House on the 20th at 6:30, the following day the Sagebrush Ecosystem Council will hold their meeting, on the 22nd Manager Tibbitts will travel to the State Land Use Planning Advisory Council meeting. The Conservation District will meet on the 27th, the Advisory Board to Manage Wildlife will meet on November 2nd, on November 4th NRAC will meet, the Conservation District will hold their election on the 5th and the Central Nevada Water Authority will meeting on November 6th.

CORRESPONDENCE

1. Review correspondence. **(Discussion)**

Nevada Tax Commission October 22 meeting announcement, Email from the Building Code Effectiveness Grading Schedule program regarding an appointment request. NACO September 2026 meeting summary, NACO Oct 2nd and 9th newsletter, Postcard from PennState regarding the 2026 County Survey, NRAC November 4 meeting announcement.

2. Commissioner reports on pertinent correspondence or other matters. **(Discussion)**

Nothing reported.

The board took a 30-minute lunch break.
Chairman McKay called the meeting back to order at 1pm.

EUREKA SOLAR PLUS STORAGE PROJECT - Katarina Bagri, Senior Manager of Development, Balanced Rock Power

1. Receive presentation by Balanced Rock Power on their proposed Eureka Solar Plus Storage Project and discuss and consider any response regarding the Project. *Note: Members of the Planning Commission and Natural Resources Advisory Commission have been invited to attend and participate in this discussion.* **(For Possible Action)**

Russell Conley commented that since he has land under contract with the project, he would recuse himself from any discussion. Katarina Bagri, Senior Manager of Development for Balanced Rock Power gave a presentation to the County Commissioners, members of The Planning Commission and the Natural Resources Advisory Commission regarding the future plans for a Solar plus Storage project located in Diamond Valley. Balanced Rock Power is a utility-scale solar and storage developer across the western US. Balanced Rock Power secures real estate, gets required permits, works with connection processes, hires engineers and biologists to do diligence on properties than they package everything up and sell to a larger company that will construct and operate the project. To date they have sold 7 projects. The project proposed for Diamond Valley is broken up into Phases, Phase 1 will include connecting to the utility corridor near Devils Gate. The targeted schedule for the start of construction is 2029 with commercial operations starting 2030. The project is estimated to bring 350 construction jobs and $97 million in tax revenue over the life of the project.

PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comments may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**

Chairman McKay called for public comment in both Eureka and Crescent Valley, Eureka resident Eldon Allred commented on the ordinances in Nye County to accommodate projects similar to the Solar project. Nye Counties ordinances include verbiage such as stipulations that no solar panel may be located less than 1,000 feet from any non-participating private landowner property line but may be reduced to 300 feet if the project agrees to implement one or more visual mitigation measures. Elden Allred commented that he would like the board to consider adding zoning to give some consideration to the residents in the residential neighborhoods that have been developed in the area.

2.	Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

Nothing was considered.

ADJOURNMENT

1.	Adjournment of meeting.

Commissioner Plaskett motioned to adjourn the meeting, Commissioner Schoenwald seconded the motion. The motion carried 2-0.

The meeting adjourned at 2:58pm.

Prepared and submitted by Deputy Clerk Recorder Katelyn Ziemann.
Approved this 12th day of November, 2026 by the Board of Eureka County Commissioners.

_____
Chairman Rich McKay

ATTEST: _____
Clerk Recorder Kathy Bowling

Eureka, Nevada *November 12, 2026*

RESOLUTION
OF THE EUREKA COUNTY BOARD OF COMMISSIONERS

A RESOLUTION DIRECTING THE COUNTY ASSESSOR TO PREPARE AND PUBLISH A LIST OF ALL TAXPAYERS ON THE SECURED TAX ROLL IN THE COUNTY, AND THE TOTAL VALUATION OF PROPERTY ON WHICH THEY WILL SEVERALLY PAY TAXES PURSUANT TO N.R.S. 361.300

WHEREAS, Nevada Revised Statute requires that the County Assessor be directed by Board Resolution to prepare and publish the secured tax roll annually.

NOW THEREFORE, BE IT RESOLVED, that the Eureka County Board of Commissioners does hereby direct the County Assessor prepare and publish a list of all taxpayers on the 2027-28 secured tax roll in the County, and the total valuation of property on which they will severally pay taxes, pursuant to N.R.S. 361.300;

BE IT FURTHER RESOLVED, that the Eureka County Board of Commissioners does hereby direct the County Assessor to cause such list and valuations to be published on the Eureka County website on or before January 1st of the fiscal year in which assessments are made, and a public notice be published in a newspaper of general circulation in the County that said list will also be printed and made publicly available at the Eureka County Assessor's Office and available via the County website.

PASSED AND ADOPTED this 12th day of November, 2026.

THOSE VOTING AYE:	Commissioner Rich McKay Commissioner Michael Schoenwald Commissioner Marty Plaskett
THOSE VOTING NAY:	None
THOSE ABSENT:	None

_____
RICH MCKAY, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
COUNTY OF EUREKA, STATE OF NEVADA

ATTEST:

_____
KATHERINE J. BOWLING
EUREKA COUNTY CLERK

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract Between the County of Eureka in the State of Nevada
Acting by and Through its Board of County Commissioners

County Department Name:	**Eureka County District Attorney**
Address:	**701 S. Main Street, P.O. Box 190**
City, State, Zip Code:	**Eureka, NV 89316**
Contact:	**Ashley Kemp**
Phone:	**775-237-5315**
Fax:	**775-254-7538**
Email:	**DA@EurekaCountyNV.gov**

with copy to:

County Department Name:	**Eureka County Comptroller's Office**
Address:	**701 South Main Street, P.O. Box 852**
City, State, Zip Code:	**Eureka, NV 89316**
Contact:	**Kim Todd, Comptroller**
Phone:	**775-237-6128**
Fax:	**775-254-6141**
Email:	**KTodd@EurekaCountyNV.gov**

Contractor Name:	**Mackedon, deBraga & Rowe**
Address:	**179 South LaVerne Street, P.O. Box 1203**
City, State, Zip Code:	**Fallon, NV 89406**
Contact:	**T. Jaren Stanton, Esq.**
Phone:	**775-423-2106**
Fax:	**775-423-3550**
Email:	**jaren@fallonlegal.com**

WHEREAS, NRS 244.1505 authorizes the Board of County Commissioners to contract for services of persons and entities as independent contractors which will provide a substantial benefit to the inhabitants of the County; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the County.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Board of County Commissioners

2. **DEFINITIONS.**

   A. "County" – means the political subdivision of the County of Eureka, its officers, employees and immune contractors as defined in NRS 244.141 and NRS 41.0307.

   B. "Contracting Agency" – means the County and its Department identified above.

   C. "Contractor" – means the person or entity identified above that performs services and/or provides goods for the County under the terms and conditions set forth in this Contract.

   D. "Fiscal Year" – means the period beginning July 1st and ending June 30th of the following year.

   E. "Contract" – Unless the context otherwise requires, "Contract" means this document entitled Contract for Services of Independent Contractor and all Attachments or Incorporated Documents.

   F. "Contract for Independent Contractor" – means this document entitled Contract for Services of Independent Contractor exclusive of any Attachments or Incorporated Documents.

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 10, Contract Termination.* Contract is subject to County Commission approval and *note on ATTACHMENT AA under NEGOTIATED POINTS.

Effective from:	November 12, 2026*	To:	June 30, 2027

4. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.

5. **INCORPORATED DOCUMENTS**. The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	SCOPE OF WORK, DELIVERABLES, PAYMENT SCHEDULE, and NEGOTIATED POINTS (if needed)
ATTACHMENT BB:	INSURANCE SCHEDULE
ATTACHMENT CC:	COUNTY SOLICITATION # and AMENDMENTS #
ATTACHMENT DD:	VENDOR TERM SHEET

Any provision, term or condition of an Attachment that contradicts the terms of this Contract for Independent Contractor, or that would change the obligations of the County under this Contract for Independent Contractor, shall be void and unenforceable.

6. **CONSIDERATION**. The parties agree that Contractor will provide the services specified in *Section 5, Incorporated Documents* at a cost as noted below:

Hourly Reimbursement and Per Diem	per	Attached Term Sheet

Total Contract or installments payable at:	Within 30 days of bill receipt

Total Contract Not to Exceed:	$300,000.00 according to attached budget breakdown

The County does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to an appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of County appropriation and NRS 244.320 may require.

7. **ASSENT**. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.

8. **BILLING SUBMISSION: TIMELINESS**. The parties agree that timeliness of billing is of the essence to the Contract and recognize that the County is on a Fiscal Year. All billings for dates of service prior to July 1 must be submitted to the County no later than the first Friday

in August of the same calendar year. A billing submitted after the first Friday in August, which forces the County to process the billing as a stale claim pursuant to NRS 244.250, will subject Contractor to an administrative fee not to exceed one hundred dollars ($100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the County of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to Contractor.

9. **INSPECTION & AUDIT.**

A. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the County, State of Nevada or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all County, State and federal regulations and statutes.

B. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the County Auditor, State Auditor, the relevant State agency or its contracted examiners, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this Section.

C. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the County, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. **CONTRACT TERMINATION.**

A. Termination Without Cause. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The County

unilaterally may terminate this contract without cause by giving not less than thirty (30) days' notice in the manner specified in *Section 4, Notice.* If this Contract is unilaterally terminated by the County, Contractor shall use its best efforts to minimize cost to the County and Contractor will not be paid for any cost that Contractor could have avoided.

B. County Termination for Non-Appropriation. The continuation of this Contract beyond the fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the County, the State Legislature and/or federal sources. The County may terminate this Contract, and Contractor waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the contracting department's funding from County, State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

C. Termination with Cause for Breach. A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 10D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:

1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

2) If any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the Bankruptcy Court; or

4) If the County materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or

5) If it is found by the County that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the County with a view toward securing a contract or securing favorable treatment with respect to

awarding, extending, amending, or making any determination with respect to the performing of such contract; or

6) If it is found by the County that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.

D. Time to Correct. Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 4, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a notice of breach, the time to correct and the time for termination of the Contract upon breach under subsection 10C, above, shall run concurrently, unless the notice expressly states otherwise.

E. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this Section survive termination:

1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;

2) Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the County;

3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the County;

4) Contractor shall preserve, protect and promptly deliver into County possession all proprietary information in accordance with *Section 21, County Ownership of Proprietary Information.*

11. **REMEDIES**. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be one hundred and fifty dollars ($150.00) per hour. In the event that Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the County may set off consideration against any unpaid obligation of Contractor to the County or its departments, to the extent allowed by bankruptcy law.

12. **LIMITED LIABILITY**. The County will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any County breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited.

13. **FORCE MAJEURE**. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

14. **INDEMNIFICATION AND DEFENSE**. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the County's right to participate, the County from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the County shall apply in all cases except for claims arising solely from the County's own negligence or willful misconduct. Contractor waives any rights of subrogation against the County. Contractor's duty to defend begins when the County requests defense of any claim arising from this Contract.

15. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the County will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the County incurs any employment liability for the work under this Contract, Contractor will reimburse the County for that liability.

16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the County, Contractor must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in *Attachment BB*, incorporated hereto by attachment. The County shall have no liability except as specifically provided in the Contract.

Contractor shall not commence work before Contractor has provided the required evidence of insurance to the Contracting Agency. The County's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent to this Contract. Any failure of the County to timely approve shall not constitute a waiver of the condition.

A. Insurance Coverage. Contractor shall, at Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in *Attachment BB*, incorporated hereto by attachment. Unless specifically stated herein or otherwise agreed to by the County, the required insurance shall be in effect prior to the commencement of work by Contractor and shall continue in force as appropriate until:

1) Final acceptance by the County of the completion of this Contract; or

2) Such time as the insurance is no longer required by the County under the terms of this Contract; whichever occurs later.

Any insurance or self-insurance available to the County shall be in excess of and non-contributing with any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the County, Contractor shall provide the County with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the County and immediately replace such insurance or bond with an insurer meeting the requirements.

B. General Requirements.

1) Additional Insured: By endorsement to the general liability insurance policy, the County, its officers, employees and immune contractors as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.

2) Waiver of Subrogation: Each insurance policy shall provide for a waiver of subrogation against the County, its officers, employees and immune contractors as defined in NRS 41.0307 for losses arising from work/materials/equipment performed or provided by or on behalf of Contractor.

3) Cross Liability: All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

4) Deductibles and Self-Insured Retentions: Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the County. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed fifty thousand dollars ($50,000.00) per occurrence, unless otherwise approved by the County.

5) Policy Cancellation: Except for ten (10) days notice for non-payment of premiums, each insurance policy shall be endorsed to state that without thirty (30) days prior written notice to the County, the policy shall not be canceled, non-renewed or coverage and/or limits reduced or materially altered, and shall provide that notices required by this Section shall be sent by certified mail to the address shown on page one (1) of this contract.

6) Approved Insurer: Each insurance policy shall be:

   a) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made; and

   b) Currently rated by A.M. Best as "A-VII" or better.

C. Evidence of Insurance.

Prior to the start of any work, unless otherwise waived, Contractor must provide the following documents to the County:

1) Certificate of Insurance: The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the County to evidence the insurance policies and coverages required of Contractor. The certificate must name the County, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The County project/Contract number; description and Contract effective dates shall be noted on the certificate, and upon renewal of the policies listed, Contractor shall furnish the County with replacement certificates as described within *Section 16A, Insurance Coverage.*

Mail all required insurance documents to the County Departments identified on Page one of the Contract.

2) Additional Insured Endorsement: An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85), signed by an authorized insurance company representative, must be submitted to the County to evidence the endorsement of the County as an additional insured per *Section 16B, General Requirements*.

3) Schedule of Underlying Insurance Policies: If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.

4) Review and Approval: Documents specified above must be submitted for review and approval by the County prior to the commencement of work by Contractor. Neither approval by the County nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its subcontractors, employees or agents to the County or others, and shall be in addition to and not in lieu of any other remedy available to the County under this Contract or otherwise. The County reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

17. **COMPLIANCE WITH LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor shall provide proof of its compliance upon request of the County. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

18. **WAIVER OF BREACH**. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

19. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

20. **ASSIGNMENT/DELEGATION.** To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the

chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by the County, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the County.

21. **COUNTY OWNERSHIP OF PROPRIETARY INFORMATION**. Any data or information provided by the County to Contractor and any documents or materials provided by the County to Contractor in the course of this Contract ("County Materials") shall be and remain the exclusive property of the County and all such County Materials shall be delivered into County possession by Contractor upon completion, termination, or cancellation of this Contract.

22. **PUBLIC RECORDS**. Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The County has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the County for honoring such a designation. The failure to so label any document that is released by the County shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. **CONFIDENTIALITY**. Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.

24. **FEDERAL FUNDING**. In the event federal funds are used for payment of all or part of this Contract, Contractor agrees to comply with all applicable federal laws, regulations and executive orders, including without limitation the following:

    A. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

    B. Contractor and its subcontracts shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as

amended, and regulations adopted thereunder including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.

C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

25. **LOBBYING**. The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

A. Any federal, state, county or local agency, legislature, commission, council or board;

B. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

C. Any officer or employee of any federal, state, county or local agency, legislature, commission, council or board.

26. **GENERAL WARRANTY**. Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.

27. **PROPER AUTHORITY**. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that this Contract is effective only after approval by the County Commissioners and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.

28. **GOVERNING LAW: JURISDICTION**. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the Seventh Judicial District Court, Eureka, Nevada for

enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out of this Contract.

29. **ENTIRE CONTRACT AND MODIFICATION**. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the County Commission. This Contract, and any amendments, may be executed in counterparts.

(Rest of page intentionally left blank.)

ATTACHMENT AA:

SCOPE OF WORK, DELIVERABLES, PAYMENT SCHEDULE AND NEGOTIATED POINTS

Scope of work

Contractor shall supply criminal prosecution services on behalf of the State of Nevada through the Office of the Eureka County District Attorney.

Cases for prosecution shall be referred to the District Attorney's Office. Following a conflicts check performed by Contractor of known witnesses and suspects to be supplied to Contractor by the DA's Office discovery case materials shall be sent by secure transmission to Contractor for review, determination of charges, and prosecution.

Discovery, Court and witness scheduling, witness subpoenas, document preparation, filing, and witness and Contractor accommodations will be conducted by the Eureka County District Attorney's Office.

The Scope of work does not include County Commission meetings attendance, and does not include weekend coverage of 48 hour bail hearings unless subsequent negotiation to provide coverage after January 4, 2027 includes this additional Scope.

Deliverables

Contractor shall provide prompt, efficient, and ethical prosecution services, maintain the confidentiality of criminal case files, and will always consider that seeking what justice demands is the hallmark and cornerstone of any appropriate prosecution.

Upon completion of a prosecution, defined as the completion of the prosecutorial effort to seek a conviction or other appropriate outcome, all case materials will be returned to the Eureka County District Attorney's Office.

Payment Schedule

The payment schedule is driven in amount by the attachment DD: VENDOR TERM SHEET, with payment due monthly within thirty (30) days of receipt of Contractor invoice for work performed, itemized by case name and number, and category of work (court, office, travel, staff, meals, lodging) with a brief description of each entry.

Contractor shall send all invoices to the Office of the Eureka County District Attorney, c/o Ashley Kemp, at the mailing address and email listed on page 1 of this Contract. The first invoice shall be accompanied by Contractor's Form W-9 for vendor payment processing.

The first one hundred thousand ($100,000.00) dollars of any billing will be accessed in budget 010-001-53010-389, Miscellaneous Legal Fees. The subsequent two hundred thousand ($200,000.00) dollars of funding obligated for this Contract will be accessed in budget 010-024-53010-058, Contract Services

Negotiated points

Before appearing in Court Contractor representatives will be deputized by taking the oath before the County Clerk and Recorder and the Deputy District Attorney oath will be recorded and in effect until such time as the oath is rescinded by an appropriate representative of the Eureka County District Attorney's Office.

Contractor shall have available to it an office, desk, computer, and phone located at the District Attorney's Office for use to conduct prosecutorial services during the term of this contract.

Contractor's determination of charging decisions, and whether to make or accept an offer to compromise, will only be subject to the critique whether the outcome at least sought, or successfully captured, what justice demands.

*Contractor may begin work to assist the understaffed Eureka County District Attorney's Office as early as October 20, 2026 with the understanding of both parties work performed beginning October 20, 2026 may be billed and will be paid at the rates listed on the VENDOR TERM SHEET as part of Contractor's first billing.

(Rest of page intentionally left blank.)

ATTACHMENT BB:

INSURANCE SCHEDULE

Contractor shall maintain insurance appropriate for its business as a law firm. No proof of that insurance is requested by Eureka County.

(Rest of page intentionally left blank.)

ATTACHMENT CC:

COUNTY SOLICITATION

As this is a professional services contract no request for proposals or other solicitation was prepared.

(Rest of page intentionally left blank.)

ATTACHMENT DD:

VENDOR TERM SHEET

TRENT M. DEBRAGA
SEAN A. ROWE
T. JAREN STANTON

MR LAW
MACKEDON, DEBRAGA & ROWE

179 S. LAVERNE ST.
PO BOX 1203
FALLON, NV 89406
775-423-2106

October 15, 2026

Board of Eureka County Commissioners
10 South Main Street
Eureka, NV 89316

Re: Term Sheet – Prosecution Services for Eureka County

Dear Commissioners:

Mackedon, deBraga, and Rowe Law, PC (the "Firm") is pleased to propose providing prosecution services to Eureka County (the "County"). This term sheet sets out the proposed terms of engagement and the nature and scope of the services the Firm would provide under a definitive agreement ("Agreement").

The Firm proposes the following rates:

- **Court and office time:** $300.00 per hour
- **Travel and staff time:** $175.00 per hour
- **Meals:** Reimbursed at the GSA per diem rate for Eureka, NV, currently $68.00 per day for meals and incidental expenses (FY 2027)
- **Lodging:** Reimbursed at the GSA per diem rate for Eureka, NV, currently $113.00 per night (FY 2027)

To reduce travel costs to the County, the Firm will appear via Zoom wherever the court permits remote appearances.

Sincerely,

Mackedon, deBraga & Rowe Law, P.C.

T. Jaren Stanton, Esq.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

INDEPENDENT CONTRACTOR:

MACKEDON DEBRAGA & ROWE

By: _____ On: November 12, 2026
Independent Contractor Signature
T. Jaren Stanton, Esq.
Partner, Mackedon deBraga & Rowe

EUREKA COUNTY:

EUREKA COUNTY, APPROVED BY THE BOARD OF EUREKA COUNTY COMMISSIONERS (County)

By: _____ On: November 12, 2026
Eureka County Commission Chair

Approved as to form by:

By: _____ On: November 12, 2026
Eureka County District Attorney

ATTEST: _____ On: November 12, 2026
Clerk of the Board

NEVADA DEPARTMENT OF WILDLIFE

NOTICE OF SUBGRANT AWARD # SG27-03

Period of Performance	Federal Award Project Description:	Federal Award #:	CFDA#:	Dollar Amount:	Accounting Code:	Budget Account	GL
07/01/2026 – 12/31/2027	F-73-B-1 Tonkin Reservoir Boating Access SFY2027	F26AF02779	15.605	$90,000	4755-01	4460	8795

Nevada Department of Wildlife **DUNS:** 165111840 **UEI #:** ML5LQ3SXK9A1 **Federal Awarding Agency Name:** U.S. Department of the Interior, U.S. Fish and Wildlife Service **CFDA Name:** 15.605 - Sport Fish Restoration **Program Manager:** Lance Murray	**Subgrantee Name (must match registered DUNS name):** Eureka County **Fiscal Manager:** Jake Tibbitts
NDOW Address: 6980 Sierra Center Parkway, Suite 120 Reno, Nevada 89511-2237 **Phone**: (775) 688-1684 **Email:** lmurray@ndow.org	**Physical Address:** 10 S Main ST Eureka, NV 89316-1515, United States **Remittance Address:** PO Box 677 Eureka, NV 89316-1515, United States **Phone**: (775) 237-6010 **Email:** jtibbitts@eurekacountynv.gov
Subgrant Period: **Beginning Date:** Upon Final Signature **Ending Date:** 12/31/2027	**Subgrantee EIN / Tax ID#:** 88-6000080 **Payee Vendor#:** T80975988 **Subgrantee UEI#:** ZX8MXEF8KUN8

Purpose of Award: The purpose of this subgrant is to fund applicable surveys and reviews in order to satisfy compliance with Section 106 of the National Historic Preservation Act (NHPA), National Environmental Policy Act, and other State and Federal regulations.

Region(s) to be served: ( ) Statewide (X) Specific county or counties**:** Eureka County
Is this award pertaining to R&D: ( ) Yes (X) No

Approved Budget Categories:

Project	NDOW Reimbursement	Match	Total Costs
Contractual	$90,000	$30,000	$120,000
Grand Totals	$90,000	$30,000	$120,000

Indirect Cost Rate (F&A) N/A

NICRA or *F&A Reduction Waiver* on file? ( ) Yes (X) No

Disbursement of funds will be as follows:
Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures *specific to this Subgrant*. Total reimbursement may not exceed **$90,000** during the Subgrant period. **Carryover of funding from year to year is not permitted.**

Terms and Conditions
In accepting these grant funds, it is understood that:
1. Expenditures must comply with appropriate state and/or federal regulations.
2. This award is subject to the availability of appropriate funds.
3. Recipient of these funds agrees to stipulations listed in Sections A, B, C and D (if applicable) of this Subgrant award.

Section A

Assurances

As a condition of receiving subgranted funds from the Nevada Department of Wildlife, the Subgrantee agrees to the following conditions:

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Nevada Department of Wildlife.

2. Subgrantee agrees to submit reimbursement requests for only expenditures approved in the spending plan (Section C). Any additional expenditures beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Nevada Department of Wildlife and/or by a subgrant amendment, may result in denial of reimbursement.

3. Approval of Subgrant budget by the Nevada Department of Wildlife constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Nevada Department of Wildlife is not allowed under the terms of this Subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.

4. Recipients of Subgrants are required to maintain Subgrant accounting records, identifiable and trackable by Subgrant number. Such records shall be maintained in accordance with the following:

    a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer II of the Nevada Department of Wildlife. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Nevada Department of Wildlife.
    b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual Subgrants.

    Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Subgrant award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the Subgrant activity.

5. Subgrantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this Subgrant award. The Nevada Department of Wildlife reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Subgrantees are responsible for notifying the Nevada Department of Wildlife in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Subgrantee, the Subgrantee's employees, or the Subgrantee's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different

organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Subgrantee, the Subgrantee's employees, or the Subgrantee's subrecipients in the matter. Upon receipt of such a notice, the Nevada Department of Wildlife will consult to determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Subgrantee, the Subgrantee's employee(s), or the Subgrantee's subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Nevada Department of Wildlife may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.

6. Subgrantee shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93- 112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

7. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.

8. Subgrantee certifies, by signing this Subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549 (3 CFR Part 1986 Comp., p. 189), Executive Order 12689 (3 CFR Part 1989 Comp., P. 235) and 2 CFR Part 1400, Government-wide Debarment and Suspension. This provision shall be required of every Subgrantee receiving any payment in whole or in part from federal funds.

9. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this Subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
    a. any federal, state, county or local agency, legislature, commission, council, or board;
    b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
    c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.

    New Restrictions on Lobbying (43 CFR 18): Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A, Certification Regarding Lobbying.

10. Recipients of subgrants must respond to all auditor inquiries. Nevada Department of Wildlife Subgrants are subject to inspection and audit by representatives of the Nevada Department of Wildlife, the State of Nevada's Governor's Finance Office, the Audit Department of the Legislative Counsel Bureau or other appropriate entity as required by law to audit the Subgrantee to:
    a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
    b. ascertain whether policies, plans and procedures are being followed;

c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
d. determine reliability of financial aspects of the conduct of the project.

11. Any audit of Subgrantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of Subgrant funds. It is the policy of the Nevada Department of Wildlife (as well as a federal requirement as specified in the required 2 CFR 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations) that each grantee annually expending $750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PKWY, SUITE 120 RENO, NEVADA 89511, within nine (9) months of the close of the Subgrantee's fiscal year. To ensure this requirement is met Section D of this Subgrant must be filled out and signed.

12. Environmental Quality, the subgrantee and subcontractors shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Title 42 U.S.C. 7401-7671q., Section 508 of the Clean Air Act, Title 33 U.S.C. 1368 Executive order 11738 and, Title 40 CFR part 15 as well as Federal Water Pollution Control Act, as amended (33 U.S.C 1251-1387). Violations must be reported to the Nevada Department of Wildlife, the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

13. The Subgrantee shall comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Conservation Act (42 U.S.C. 6201).

14. The subgrantee shall comply with Procurement of Recovered Materials, 2 CFR 200.322. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. The subgrantee is responsible for complying with all requirements of the Federal award. For all Federal awards, this includes the provisions of Federal Funding Accountability and Transparency Act (FFATA), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

16. Subgrantee must disclose, in a timely manner, in writing to the Nevada Department of Wildlife all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting

this award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313).

17. Subgrantee must comply with Section 743 of Division E, Title VII of Pub. L. 113-235, Prohibition on Issuing Financial Assistance Awards to Entities that Require Certain Internal Confidentiality Agreements: Prohibits the use of funds appropriated or otherwise made available under that or any other Act for grants or cooperative agreements to an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. Recipients must not require their employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. Recipients must notify their employees or contractors that existing internal confidentiality agreements covered by this condition are no longer in effect.

18. Subgrantee agrees to the Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

19. Subgrantee agrees to comply with all applicable Administrative Requirements in 2 CFR Part 200, Subparts A through D; and Cost Principles in 2 CFR Part 200, Subpart E – for State and Local Governments, Institutions of Higher Education and Non-Profit Organizations and for Non-profit organizations exempted from 2 CFR Part 200, Subpart E (see Appendix VIII to Part 200): 48 CFR 1, Subpart 31.2 – Contracts with commercial Organizations.

20. Subgrantee must comply with other requirements:
    a. 2 CFR Part 25, Universal Identifier and Central Contractor Registration
    b. 2 CFR Part 175, Award Term for Trafficking in Persons
    c. 2 CFR Part 1401, Requirements for Drug-Free Workplace (Financial Assistance)
    d. 41 USC §6306, Prohibition on Members of Congress Making Contracts with Federal Government: No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit.

e. Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving: Subgrantee's are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the Order.
f. 41 USC §4712, (a) Enhancement of Recipient and Subrecipient Employee Whistleblower Protection. This award, related subawards, and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards, and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies established at 41 USC 4712. (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712. (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.
g. 2 CFR Part 200, appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

21. This Subgrant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subgrant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Subgrant agreement shall be terminated immediately if for any reason the Nevada Department of Wildlife, state, and/or federal funding ability to satisfy this Subgrant agreement is withdrawn, limited, or impaired.

22. This Subgrant agreement may also be terminated by the Nevada Department of Wildlife at any time during the grant year for the following reasons: (1) conduct that interferes with the administration of the grant; (2) illegal activity of any kind; (3) insolvency; (4) failure to disclose a conflict of interest; (5) influence by a gratuity; (6) any other violations of the terms of the grant agreement; and (7) substantiated fraud, abuse, or misappropriation of grant funds.

23. All subgrants must address termination for cause for non-performance and for convenience by the Nevada Department of Wildlife including the manner by which it will be effected and the basis for settlement.

24. Equal Employment Opportunity. During the performance of this contract, the contractor agrees as follows:

    a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
c. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
d. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
e. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
f. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
g. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
h. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

25. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a

provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

26. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

27. **Buy America Provision**

    Required Use of American Iron, Steel, Manufactured Products, and Construction Materials for Infrastructure As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that are part of a Federal financial assistance program for infrastructure may be obligated for a project unless aU the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. Recipients must include the requirements m this section all subawards, including all contracts and purchase orders for work or products under this program. None of the funds provided under this award may be used for a project for infrastructure unless:

    1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred m the United States,
    2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of

domestic content of the manufactured product has been established under applicable law or regulation, and

3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

This Buy America preference only applies to articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For more information, visit the Department's Buy America site at www.doi.gov/grants/BuyAmerica and the Office of Management and Budget's site at www.whitehouse.gov/omb/management/made-in-america/.

Definitions

Construction materials includes an article, material, or supply that is or consists primarily of:

a. non-ferrous metals,
b. plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables),
c. glass (including optic glass),
d. lumber, or
e. drywall.

Construction materials does **not** include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

Domestic content procurement preference means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

I*nfrastructure* includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

Project means the construction, alteration, maintenance, or repair of infrastructure in file United States.

28. § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
(1) Procure or obtain;
(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

§ 200.471 Telecommunication costs and video surveillance costs.

(a) Costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, cloud servers are allowable except for the following circumstances:

(b) Obligating or expending covered telecommunications and video surveillance services or equipment or services as described in § 200.216 to:

(1) Procure or obtain, extend or renew a contract to procure or obtain;

(2) Enter into a contract (or extend or renew a contract) to procure; or

(3) Obtain the equipment, services, or systems.

29. Special Conditions and Provisions:
Your organization's SAM CCR registration will expire on August 26, 2027. Under the terms and conditions of this award, your organization is required to maintain an active CCR registration throughout the entire approved award period.

30. Conflict of Interest Disclosures:
Per 2 CFR §1402.112, non-Federal entities and their employees must take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and

by subrecipients, the conflict of interest provisions in 2 CFR §200.318 apply. Non- Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR §200.112. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Service Project Officer identified in their notice of award in writing of any conflicts of interest that may arise during the life of the award, including those reported by subrecipients. The Service will examine each conflict of interest disclosure to determine whether a significant potential conflict exists and, if it does, work with the applicant or recipient to develop an appropriate resolution. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies for noncompliance described in 2 CFR §200.339, including suspension or debarment (see also 2 CFR Part 180).

31. Lobbying:
    The recipient must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. The recipient must complete and submit the SF-LLL, "Disclosure of Lobbying Activities" form to the Service Project Officer identified in their notice of award if the Federal share of their award is more than $100,000 and the recipient has made or has agreed to make any payment using non- appropriated funds for lobbying in connection with the application or award. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

32. Other Mandatory Disclosures:
    Recipients and subrecipients must disclose, in a timely manner, in writing to the Service Project Officer identified in their notice of award or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies for noncompliance described in 2 CFR §200.339, including suspension or debarment.

33. Inadvertent Archaeological or Historical Discoveries
    The Fish and Wildlife Service conditionally approves expenditure of $90,000 in Federal share funds for purposes of design/engineering, environmental permitting, plan reviews, and project management (preconstruction activities), as described an email from the recipient on June 29, 2026 (located in official project folder). The remaining Federal share of funds is withheld from approval pending completion of NHPA Section 106 requirements.

    Eureka County, NV as the sub-recipient of this award will conduct cultural resource surveys. Results of any cultural resource surveys will be transmitted to the Service for final completion of Federal NHPA Section 106 compliance requirements.

    No ground disturbing activities funded through this project (via grant or match funds) may be implemented until the Service has provided written confirmation to the recipient that NHPA

Section 106 requirements have been met.

34. Individuals Hiring Contractors
The Recipient has an obligation to protect themselves from potential liability when hiring any contractor to perform work activities approved under this award on property owned by the Recipient by checking references and ensuring that any contractor hired is licensed, bonded, and has valid employee insurance coverage for events of injury or bodily harm. In accordance with 2 CFR 180, for any contract expected to total $25,000 or more the Recipient must confirm that the contractor is not suspended or debarred from receiving Federal funds. The Recipient does this by: 1) checking SAM Exclusions, 2) collecting a certification from the contractor; or 3) adding a clause or condition to the contract. To check SAM Exclusions, go to www.SAM.gov. Search for entities by their UEI number. Search for principal participants by their names. Search for contractors by their business names. If an exclusion is found that prohibits the entity from receiving Federal award funds, the Recipient is prohibited from entering into a subaward with that entity.

35. Individuals Issuing Subawards
In accordance with 2 CFR 180, before issuing any subaward of any amount the Recipient must confirm that the subrecipient and principals or the contractor are/is not suspended or debarred from receiving Federal funds. The Recipient does this by: 1) checking SAM Exclusions, 2) collecting a certification from the subrecipient; or 3) adding a clause or condition to the subaward. To check SAM Exclusions, go to www.SAM.gov. Search for entities by their UEI number. Search for principal participants by their names. Search for contractors by their business names. If an exclusion is found that prohibits the entity from receiving Federal award funds, the Recipient is prohibited from entering into a subaward with that entity.

2 CFR § 200.331 Subrecipient and contractor determinations.

2 CFR § 200.332 - Requirements for pass-through entities.

SECTION B

Description of services, scope of work, deliverables and reimbursement

1. **Scope of Work**
The scope of work will include design, engineering, environmental permitting, plan review, and project management (pre-construction activities). No ground disturbing activities may be implemented until Section 106 of the NHPA requirements have been met.

2. **Timeline for the Work**
All aspects of the project will be completed by December 31, 2027.

3. **Reporting Requirements**
The subgrantee is responsible for the submission of quarterly progress reports to NDOW. Starting on the next quarter, the subgrantee shall provide quarterly progress reports based on the State of Nevada fiscal year. The progress report shall document all purchases, maintenance, and operations related activities from the start of the grant period through termination of the grant period. All progress reports and reimbursement requests shall be submitted no more than 15 days after the end

of the quarter period. State of Nevada Quarterly Periods 1/1 to 3/31, 4/1 to 6/30, 7/1 to 9/30, 10/1 to 12/31. The subgrantee must submit all invoices for reimbursement before January 15, 2028, for successful closeout of the subgrant award. A final site inspection must be conducted by the Boating Access Program Manager and/or NDOW engineer before the subgrant can be closed out. The final report must be received as specified in the Timeline for the Work and must meet the necessary Federal reporting requirements.

4. **Subgrantee's Performance**
   The subgrantee's performance will be measured by adherence to the project timeline, scope of work, and timely submission of progress reports and reimbursement requests.

5. **Subgrant Monitoring**
   Periodic and final site visits will take place prior to the closing out of the subgrant award to ensure the scope of work has been completed.

6. **Subgrantee Match**
   The subgrantee will use match from cash funds and employee payroll, in-kind contributions from volunteers, heavy equipment values, and donations of aggregate material.

7. **Subgrantee Obligations**
   Eureka County, hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:

   - Any activities performed under this Subgrant shall acknowledge the funding was provided through the State Nevada Department of Wildlife with Federal Agency funds if used.

8. **Nevada Department of Wildlife Obligations**
   The Nevada Department of Wildlife agrees to provide the following:
   Provide technical assistance, upon request from the subgrantee for all matters relating to the subgrant and its processes. Subgrantee performance reports will be used to satisfy reporting requirements of the parent award with the United States Fish and Wildlife Service.

   The program Contract Monitor or Program Manager shall, when federal funding requires a specific match, if a specific vendor or Subgrantee has been identified in the grant application to achieve part or all of the match, "in-kind", or then this shall also be identified in the Subgrantee Match as a requirement and a deliverable, including a report of accomplishment at the end of each quarter to document that the match "in-kind", was achieved. These reports shall be held on file in the program for audit purposes, and shall be furnished as documentation for match, in-kind" reporting on the Financial Status Report (FSR) 90 days after the end of the grant period.

   The Nevada Department of Wildlife reserves the right to hold reimbursement under this Subgrant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Nevada Department of Wildlife.

9. Joint Obligations

The Subgrantee and the Nevada Department of Wildlife agree to the following:
A final onsite walkthrough with both parties will occur after the scope of work has been completed.

Section C

Budget, Terms of Reimbursement, Financial Reports

1. Budget

Approved Budget Categories:			
Project Budget Itemized	**Applicant Request**	**Applicant Match**	**Total Costs**
Contractual	$90,000	$30,000	$120,000
Grand Totals	$90,000	$30,000	$120,000
Indirect Cost Rate (F&A) N/A			
NICRA or *F&A Reduction Waiver* on file? () Yes (X) No			

2. Conditions for Equipment and Travel

- Equipment purchased with these funds belongs to the federal program or the Nevada Department of Wildlife divisional program from which this funding was appropriated and shall be returned to the program upon termination of this agreement. All equipment purchased under this subgrant must comply with 2 CFR 200.313. All permanent equipment purchases that become affixed to the subgrantee's property must be maintained for its useful life for the purpose under the terms of this award.

- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/Subgrantees to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

3. Reimbursement Terms

Subgrantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the Subgrant period.

- Total reimbursement request may not exceed $90,000. Carryover of funding from year to year is not permitted.

- Requests for Reimbursement, which will also include a financial report, shall be accompanied by supporting documentation, including a line item description of expenses incurred including details of awardee's non-cash match and a line item description of expenses incurred for each categorical

or project feature as defined in the BUDGET Section C. The reimbursement request from the awardee will be organized for quicker review, approval and payment by the Nevada Department of Wildlife.

- Additional expenditure detail will be provided upon request from the Nevada Department of Wildlife.

- The Nevada Department of Wildlife will exercise a 10% holdback on all invoiced reimbursements at project completion until all deliverables, including project reports and financial reports have been received by the Department.

- The Subgrantee will submit reimbursements on quarterly basis and no later than 15 days after the end of each quarterly period as defined below. If there are no reimbursements for the quarter the Subgrantee will send in an email notify NDOW that there is "No reimbursement request for quarter" and reference the quarter. Quarters as defined in the agreement will be as a follows:

    - First Quarter: Beginning Date of Subgrant to last day of the quarter
    - Quarter: 1/1 to 3/31
    - Quarter: 4/1 to 6/30
    - Quarter: 7/1 to 9/30
    - Quarter: 10/1 to 12/31

- Reimbursement for work conducted in a fiscal year, July 1st through June 30th, must be received via US Postal Service mail to 6980 Sierra Center Parkway, Suite 120 NDOW Fiscal headquarters office in Reno, Nevada, or by email to ndowsubgrants@ndow.org no later than July 15th, following the fiscal year in which the expenditures occurred. This requirement is necessary for Nevada Department of Wildlife to record the expenditure and seek reimbursement from the federal government before the grant ending date. Any reimbursement received after a grant ending date will be returned to the subgrantee and will not be reimbursed by the Nevada Department of Wildlife and all costs associated with the returned reimbursement will need to be absorbed by the subgrantee.

Additionally, the Subgrantee agrees to provide:

- An approved federally recognized indirect cost rate negotiated between the Subgrantee and the Federal government or, if no such rate exists, either a rate negotiated between the Nevada Department of Wildlife and the Subgrantee (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414.

- A complete financial accounting of all expenditures to the Nevada Department of Wildlife within 30 days of the CLOSE OF THE SUBGRANT PERIOD. Any un-obligated funds shall be returned to the Nevada Department of Wildlife at that time, or if not already requested, shall be deducted from the final award.

- A Grantee Close-out Certification. Final grant payments will not be made until the final close-out of the grant is completed. The Close-out requires the following certification from Grantee:
    - Grantee has received all funding due under the Subgrant,

- Upon final payment Grantee is due no outstanding funding,
- Grantee has no outstanding debts to NDOW.

- An Equipment Inventory and Transfer Certification. If the Subgrantee has used grant funds for the purchase of equipment of any sort, an inventory must be reviewed by NDOW organization for further instruction on the disposition of that equipment.

- Copies of all publications and materials produced with grant funds must be sent to the divisional office, including electronic copies. These publications should be sent to the divisional office when they are produced and not just at the end of the grant period. Agreement may also require approval of all publications that the grantee will produce before they are published.

- All reports of expenditures and requests for reimbursement processed by the Nevada Department of Wildlife are SUBJECT TO AUDIT.

- In the event the Nevada Department of Wildlife terminates the Subgrant agreement, Subgrantee shall: (1) repay to the Nevada Department of Wildlife any outstanding advance; (2) Subgrantee shall not be reimbursed for any grant-related expenses incurred after the termination effective date; (3) Subgrantee shall transfer or liquidate all equipment and non-consumables purchased with grant funds during the grant period (including equipment with an original purchase price of $1,000 or more, all computers and software regardless of original purchase price, and any other items the Nevada Department of Wildlife has required the Grantee to inventory during the course of the grant); (4) surrender any and all documents related to the grant that the Nevada Department of Wildlife deems necessary; and (5) repay to the Nevada Department of Wildlife all grant funds found to be unallowable costs.

[This section left intentionally blank]

SECTION D

STATE OF NEVADA DEPARTMENT OF WILDLIFE
AUDIT INFORMATION REQUEST

1. Non-Federal entities that expend $1,000,000.00 or more in total Federal Awards are required to have a single or program-specific audit conducted for that year, in accordance with *OMB Circular A-133.* A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PARKWAY, SUITE 120, RENO, NEVADA 89511, within nine (9) months of the close of your fiscal year.

2. Did your organization expend $1,000,000.00 or more in all Federal Awards during your most recent fiscal year? YES ____ NO ____

3. When does your fiscal year end? _____

4. How often is your organization audited? _____

5. When was your last audit performed? _____

6. What time period did it cover? _____

7. Which accounting firm conducted the audit? _____

8. Were there any findings found by the firm? _____
   (note: if there were findings please include findings report)

_____

SIGNATURE TITLE DATE

Signature Page: Award #SG27-03

Nevada Department of Wildlife:

		Program Manager
Lance Murray	Date	Title
		Supervisor - Professional Engineer
Rodd Lighthouse	Date	Title
		Deputy Director
Caleb McAdoo		Title
		Deputy Director
Jordan Goshert	Date	Title

Subgrantee:

Signature #1	Date	Title
Signature #1	Date	Title

Nevada Department of Wildlife
Project Statement
F-73-B-1 Tonkin Reservoir Boating Access

Need

The boating access facilities at Tonkin Reservoir are inadequate and present many difficulties to public boaters. The stabilization and grooming of current unimproved access infrastructure will remove safety hazards and improve the ease of public use at this popular destination.

Purpose

The purpose of this grant is to improve existing access and the suitability of these waters for recreational boating. This 16-acre reservoir is situated on Nevada Gold Mines (private) and Bureau of Land Management (BLM) property, and the fishery is managed by the Nevada Department of Wildlife (NDOW). Recent maintenance of the dam has left the main boat launch unusable, and other access points limit the abilities of the public to launch and retrieve even the smallest of trailered vessels.

Objective

Review one (1) project / plans by December 31, 2027.

a. Activity Tag 1 – Review of proposed projects / plans

2. Construct, renovate or acquire twelve (12) facilities by December 31, 2027.
    a. Activity Tag 1 – Recreational boating facilities
        i. Activity Tag 2 – Access roadways (3)
        ii. Activity Tag 2 – Launch ramps (3)
        iii. Activity Tag 2 – Parking area (1)
    b. Activity Tag 1 – Terrestrial Barriers
        i. Activity Tag 2 – Cattle guard (3)
        ii. Activity Tag 2 – Fencing (1)
        iii. Activity Tag 2 – Gate (1)

Results and Benefits Expected

To the Resource: Completion of this project will restore current facilities, create additional access, and improve suitability of these waters for recreational boating.

To the User: Allow boaters to safely use facilities and the resource for recreational purposes.

To the Economy: Local economies are expected to benefit from increased sales of gasoline, food, equipment, and supplies.

To Society: Satisfy the current and anticipated future demand for recreational boating at this popular destination.

Approach
The scope of work will include design, construction services, project administration, permitting, construction, and applicable surveys. Construction of recreational boating facilities will include widening, grading, and stabilization of existing gravel access roads and gravel boat launches.

The north boat launch and parking area will be graded and widened to allow space for users to more effectively launch and retrieve larger vessels. Activities include addition of fill-material to level the area and contouring this new gradient down to the launch area at the water's edge. The launch ramp will be stabilized with compacted riprap above and below the water line and finished with a compacted aggregate base material.

The east boat launch is currently too narrow and does not have enough space to turn around, limiting the type and size of vessel that can be used. Activities include stabilization above and below the water line with riprap and aggregate base material, along with some excavation of the adjacent hillside. Excavation is necessary to create enough space for users to turn around when launching and retrieving vessels.

The south boat launch is primitive and will require grading, widening, and some stabilization. Hand-launched vessels will mostly be used at this location because the low slope angle is not deep enough to effectively launch trailered watercraft. Therefore, construction activities will primarily occur above the water line. All access roads to the three boat launches and new pedestrian gate will be widened and graded with compacted aggregate base material.

Terrestrial barriers will include installation of a gate, wildlife friendly fencing, and cattle guards to protect the new access infrastructure from encroaching cattle and their erosion-related impacts. The existing derelict fence will be removed, and the new fence will form a perimeter around the greater reservoir area, connecting to an existing and modern exclusion fence near the proposed parking area. We expect this direct effort of excluding cattle will alleviate the burden of corrective maintenance in response to this damage. These barriers are also expected to extend the useful life of the access infrastructure. The installation of one pedestrian gate at the southwest corner of the reservoir will allow public access for hand-launched watercraft only.

Useful Life
The useful life of these boating access facilities is 10 years for the gravel access roads and gravel boat launches, and 15 years for the terrestrial barriers. The method used to determine the useful life of this facility involved referencing general guidelines obtained from the Government Finance Officers Association and USFWS Financial Management Guidance Handbook and consulting with engineering and design staff, and the subgrantee.

Geographic Location

Facility	County	Latitude	Longitude
Tonkin Reservoir	Eureka	39.908801	-116.411424

Timeline
Period of performance is:
July 1, 2026 – December 31, 2027:

- Draft and execute subgrant agreement with Eureka County.
- Authorize subgrantee to start work.
- Perform all environmental compliance surveys.
- Coordinate mobilization of heavy equipment and begin construction.
- Review and process subgrantee reimbursement requests.
- Complete final site inspections.
- Close out award.

Budget Narrative
This narrative detail demonstrates the connection between costs and the proposed project activities

Contracts and Subgrants ($176,310)
A subgrant will be executed with Eureka County to reimburse the cost of this project. Funds will be used to pay for design, construction services, project administration, permitting, construction, surveys, and reseeding. Construction activities include installation of terrestrial barriers and grading and stabilization of access roads and boat launches.

Applicant Cash and In-kind Match ($58,770)
The subgrantee will use match from cash funds and employee payroll, in-kind contributions from volunteers, heavy equipment values, and donations of aggregate material.

General
The approach set forth in this project are substantial in character and design (50 CFR 80.56) and eligible for funding under 50 CFR 80.51 **(b) Sport Fish Restoration – Recreational Boating Access subprogram (1)** "*Acquire land for new facilities, build new facilities…to create or improve public access to the waters of the United States or improve the suitability of these waters for recreational boating*."

Section 7 of the Endangered Species Act
The project has been reviewed by Nevada Department of Wildlife (NDOW) staff to evaluate the presence of species which are listed or proposed to be listed and designated critical habitat. The USFWS iPaC report identifies two species that may occur in the area of proposed action: monarch butterfly (*Danaus plexippus*) and Suckley's cuckoo bumble bee (*Bombus suckleyi*). If milkweed or other flowering forbs are present in the disturbance area, these should be avoided to the extent possible and restored post construction.

Bald and Golden Eagle Protection Act and Migratory Birds Treaty Act
The provided USFWS iPaC report indicates that no eagles have been observed in the area of proposed action but also identifies two species that may occur in the area of proposed action: pinyon jay (*Gymnorhinus cyanocephalus*) and willet (*Tringa semipalmata*). A pre-construction nest clearance survey will be required no more than 7-days before any disturbance activities, if those activities are scheduled to occur during the breading season of February 15 – June 30.

National Environmental Policy Act
TBD

Section 106 National Historic Preservation Act
TBD

Section 404 Clean Water Act
TBD

Tonkin Reservoir Boating Access Cost Estimate

Contract Item Description		Contract Amount	Transaction Type
Perimeter Fence Installation		$ 25,080.00	Reimburse
Pass Through Gate		$ 800.00	Reimburse
Cattle Guard (x3)		$ 32,310.00	Reimburse
Old Fence Removal		$ 3,815.00	In-Kind
Aggregate (Road Base Type 2 and Rip Rap)		$ 45,602.68	In-Kind
Heavy Equipment FEMA Rate		$ 73,120.00	In-Kind
Heavy Equipment Operator (payroll)		$ 24,760.00	Reimburse
Cultural Survey/Inspection/Permitting		$ 90,000.00	Reimburse
Contract Administration (payroll)		$ 3,360.00	Reimburse
	Actual Project Cost Estimate	**$ 298,847.68**	
***Federal Grant**	**Federal Funds Requested (75%)**	**$ 176,310.00**	
	Required Match (25%)	**$ 58,770.00**	
	Project Cost for Grant (100%)	**$ 235,080.00**	
	Actual In-Kind Match	**$ 122,537.68**	
	Overmatch	**$ 63,767.68**	

Notes: * This project will have so much in-kind matching contributions that we will be able to reimburse Eureka County 100% of the cost of paid invoices for services and materials, and for employee payroll. We can only reimburse the contract items where money was actually spent (i.e., paid invoices). Your in-kind contributions from volunteers removing the fence, and aggregate and heavy equipment values will count towards the match requirements of the Federal grant. Therefore, the County expects to pay $176,310 in invoices, which is 75% of $235,080. This is why the project cost for the grant and actual project costs are different.

STATE OF NEVADA EUREKA COUNTY SENIOR CENTER

County of Eureka

I,Linda Gordon, Senior Center Director, do hereby certify that this is a true and accurate statement of all monies collected by me for the 31st day of October, 2026.

ACCT. NUMBER	ACCT. DESCRIPTION	ACCT. TOTALS		
	MISC. REVENUE			
010-000-36002-000	Building Rent	525.00	E 300.00	CV 225.00
	Sub Total Acct. # 36002	525.00		
010-000-34009-000	Fax & Copies Fees	$3.00	E	CV 3.00
	Sub Total Acct. # 34009	$3.00		
010-072-34080-000	Housekeeping Fees			
	Sub Total Acct. # 34080			
	ENTERPRISE ACCOUNTS			
010-072-36008-000	Eureka Miscellaneous	$ 10,000.00		
	Sub Total Acct. # 36008	10000.00		
010-072-36081-000	CV Donations			
	Sub Total Acct. # 36081	0.00		
	INCOME ACCOUNTS			
010-072-33082-000	SC Nutrition Grant 07-000-07-1H1			
010-072-34082-000	SC Nutrition Program CI	$1,549.00	E 1022.00	CV 527.00
010-072-33083-000	SC HMBD Nutrition Grant 07-000-04-2X			
010-072-34083-000	SC Homebound CII	$629.00	E 629.00	CV
010-072-34085-000	SC Non Seniors Fee	$446.00	E 299.00	CV 147.00
010-072-33087-000	NSIP Grant 07-000-57-NX			
175-000-33002-000	CSBG GRANT			
	Sub Total Acct.	$2,624.00		
	TRANSPORTATION			
010-072-33086-000	Transportation Grant 07-000-10-LX-26			
010-072-34087-000	Transportation Program	$103.00	E 60.00	CV 35.00
010-072-34088-000	Transportation Program Medical	$10.00		
	Sub Total Acct.	$113.00		
	SENIOR CENTERS INCOME GRAND TOTAL	$13,265.00		

In witness whereof, I have here unto set my hand this 31st day of October, 2026.

Linda Gordon

SENIOR CENTER DIRECTOR

CRESCENT VALLEY MEAL COUNT 2026-2027

Month	Seniors	Home-bound	At Risk	Non-Sen.	Staff	Total	Avg. per day
July. 2026	379	280	0	36	29	724	33
August. 2026	344	263	0	24	16	647	29
September. 26	351	227	0	8	19	605	28
October. 2026	339	204	0	15	29	587	28
November. 26	0	0	0	0	0	0	0
December.26	0	0	0	0	0	0	0
January. 2027	0	0	0	0	0	0	0
February. 27	0	0	0	0	0	0	0
March. 2027	0	0	0	0	0	0	0
April. 2027	0	0	0	0	0	0	0
May. 2027	0	0	0	0	0	0	0
June. 2027	0	0	0	0	0	0	0
Total	1413	974	0	83	93	2563	118

EUREKA MEAL COUNT 2026-2027							
MONTH	Seniors	Home-bound	At Risk	Non-Sen.	Staff	Total	Avg. per day
July. 2026	343	203	0	59	49	654	30
August. 2026	316	234	0	35	56	641	31
September. 26	316	240	0	53	52	661	31
October. 2026	307	232	0	71	52	662	32
November. 26	0	0	0	0	0	0	0
December. 26	0	0	0	0	0	0	0
January. 2027	0	0	0	0	0	0	0
February. 2027	0	0	0	0	0	0	0
March. 2027	0	0	0	0	0	0	0
April. 2027	0	0	0	0	0	0	0
May. 2027	0	0	0	0	0	0	0
June. 2027	0	0	0	0	0	0	0
Total	1282	909	0	218	209	2618	124

EUREKA COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM REQUEST FORM

The Eureka County Board of Commissioners meets the first and third Tuesday of each month beginning at 9:30 a.m. Requests for an agenda item must be submitted seven calendar days prior to the meeting.

- NOTE: Content of the Board's agenda is subject to approval by the Chairman.
- Topics may be limited to those that are relevant to, or within the authority of, the County Commission.
- Completing this form does not guarantee that the requested item will appear on the published agenda.

1. **Person or Organization requesting agenda item: (Printed name and signature)**
   Crescent Valley Town Advisory Board

2. **Contact Information (email address, telephone, mailing address):**
   Diana Kersey 505-215-3165

3. **Date of Commission meeting for which you are making this request:**
   November 12, 2026

4. **Agenda Item:** Donation Request from Northend activities Fund For 1500.00 $2500 For account 010-071-36046-000 money that was recieved From Nevada gold mines for this event.

5. **Select one:** ☒ **FOR POSSIBLE ACTION** ☐ **FOR DISCUSSION ONLY**
   For ACTION items, please describe the specific action you are requesting from the Board:
   Request Donation in the total amount of $4000.00 For the Crescent Valley Christmas event.

6. **List any supporting materials and attach copies to this request form:**
   I have attached a copy of the budget for the event

7. **Provide any additional information that may be helpful in relation to your agenda request:**

Return completed form to:
Eureka County Clerk Recorder
Katherine J. Bowling
10 S. Main St./PO Box 540
Eureka, NV 89316
(775) 237-5263
CountyCommission@eurekacountynv.gov

Budget for Crescent Valley Christmas Event

House Decorating Contest	1st Place	$200.00
	2nd Place	$150.00
	3rd Place	$100.00
	Fee for Visa Cards	$50.00

Gift Cards/Door Prizes	$2000.00
Goodie Bags from Santa	$600.00
Misc. Supplies/Deoc.Exc.	$900.00
Total for Crescent Valley Christmas Event	$4000.00

Note: Truck'n Water will be donating the catering the cost is approximately $4,000.00

EUREKA COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM REQUEST FORM

The Eureka County Board of Commissioners meets the first and third Tuesday of each month beginning at 9:30 a.m. Requests for an agenda item must be submitted seven calendar days prior to the meeting.

- NOTE: Content of the Board's agenda is subject to approval by the Chairman.
- Topics may be limited to those that are relevant to, or within the authority of, the County Commission.
- Completing this form does not guarantee that the requested item will appear on the published agenda.

1. **Person or Organization requesting agenda item: (Printed name and signature)**
   Crescent Valley Fire Department

2. **Contact Information (email address, telephone, mailing address):**
   Jeremy Rice 775-304-0440

3. **Date of Commission meeting for which you are making this request:**
   November 12, 2026

4. **Agenda Item:** Donation Request From North end activities Fund account # 010-071-53010-018

5. **Select one:** ☒ **FOR POSSIBLE ACTION** ☐ **FOR DISCUSSION ONLY**
   For ACTION items, please describe the specific action you are requesting from the Board:
   Request a donation in the amount of 500.00 For the prizes For the Crescent Valley Parade of Lights.

6. **List any supporting materials and attach copies to this request form:**

7. **Provide any additional information that may be helpful in relation to your agenda request:**
   Crescent Valley does the Parade of Lights every year.

Return completed form to:
Eureka County Clerk Recorder
Katherine J. Bowling
10 S. Main St./PO Box 540
Eureka, NV 89316
(775) 237-5263
CountyCommission@eurekacountynv.gov

FOURMILE | BULLION HILL DECLINE

PERMANENT MAN CAMP

FAQ
2027

Frequently Asked Questions



Proposed modular camp concept

150
PEOPLE INITIALLY

FEB–MAY
2027 CONSTRUCTION

24 / 7
CAMP OPERATION

CAMP INFORMATION

1 WHY IS THE CAMP BEING CONSTRUCTED?

To accommodate personnel working 12-hour day and night shifts during the construction of Fourmile's Bullion Hill Decline.

2 WHERE WILL THE CAMP BE LOCATED?

Outside of Crescent Valley, approximately 1.5 miles north of the Dean Ranch House.

3 HOW MANY PEOPLE WILL THE CAMP ACCOMMODATE?

The camp is initially sized for 150 people, with potential to expand to 250 people in the future.

4 WHAT FACILITIES WILL THE CAMP HAVE?

Modular lodges with private rooms, a commercial kitchen and dining area, recreation facilities, offices, first aid, laundry, storage, conditioned corridors, parking, and utility services.

5 WHEN WILL THE CAMP BE CONSTRUCTED?

Construction is planned to begin in February 2027 and be completed by May 2027.

6 WHAT WILL THE CAMP'S OPERATING SCHEDULE BE?

The camp will operate 24 hours a day, 7 days a week.

7 WHO WILL OPERATE THE CAMP?

Barminco will operate the camp during the first four years. After that, it will be operated by NGM.

8 WHAT WILL CHANGE FOR ME?

You may notice increased heavy equipment traffic during construction. Once operational, there may be a slight increase in light vehicle traffic associated with employee transportation.

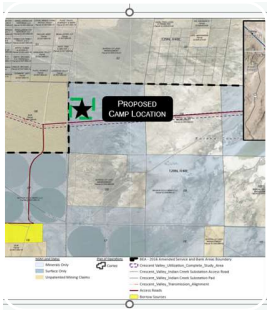
9 CAN SOMEONE NOT RELATED TO THE PROJECT LIVE IN OR VISIT THE CAMP?

No. The camp is intended for personnel supporting the Bullion Hill Portal project. Visits may be arranged on a case-by-case basis.

10 WHO CAN I CONTACT FOR MORE INFORMATION?

Chris Rostin (Barminco) • (416) 823-7693
Sam Brown (NGM) • (775) 388-1557
Marcelle Montes (NGM) • (775) 299-7250

LOCATION & ROOMS



Proposed camp location



Typical private room

Barminco NEVADA GOLD MINES

QUESTIONS?

Please contact the project team using the information above.

Eureka County Facilities and Events
P.O. Box 284/31 S. Main Street
Eureka, NV 89316
(775) 237-6006/(775) 931-4003

:KA COUNTY PUBLIC FACILITES APPLICATION AND TERMS OF USE FOR PRIVATE AND PUBLIC EVENTS

INSTRUCTIONS:

1. FILL THIS OUT COMPLETELY AT LEAST THIRTY (30) DAYS BEFORE YOUR EVENT.
2. MEMORIAL SERVICES ARE EXEMPT FROM THE THIRTY (30) DAY REQUIREMENT, BUT YOU MUST FILL OUT THIS APPLICATION COMPLETELY, AND ADHERE TO ALL OF THE TERMS AND CONDITIONS PRIOR TO APPROVAL.
3. PROVIDE THE COMPLETED APPLICATION TO THE COUNTY SPUPERVISOR RESPONSIBLE FOR THAT AREA OR BUILDING.
4. INCOMPLETE APPLICATIONS WILL BE REJECTED.

Eureka County Facility Rental Fees

Eureka Opera House

Reception	$125.00 - ½ day / $250.00 - full day
Non-profit Org	$60.00 per day
Commercial	$125 - ½ day / $250.00 - full day
Kitchen	$225.00 per event
Meeting Rooms	$60.00 - ½ day / $120.00 - full day

$250.00 security deposit is required for all above classes.

County/School	No Charge
Refrigerator/Freezer unit	$60.00 each/per day
Bar Facility	$60.00 each/per day

Eureka Ball Fields

Rental	$90.00 per day
Youth League	$120.00 per season
Adult League	$125.00 per team per season
Tournament	$125.00 per day

$250.00 security deposit is required for all above classes.

Eureka County Fairgrounds &
Crescent Valley Arena/Community Center

Rental (Entire Facility)	$250.00 per day
Rental (Arena/Concession Stand/Restrooms)	$150.00 per day
Rental (Exhibit Hall/Restrooms-Eureka)	$15000 per day
Rental (Pavilion/Restrooms-Eureka)	$150.00 per day
Rental (Community Center –Crescent Valley)	$150.00 per day
Stall Rentals	$15.00 per day or night
Roping Club/High School Rodeo Members	$10.00 per member/per season

$250.00 security deposit is required for all above classes.

All Security deposits are refunded if facility is left in same condition as it was when rented.

Inurance Fees:	
Standard Event	$145
Event with alcohol	$190
Events with over 200 people	$200

1. Check the box next to the area you wish to rent:

Eureka

- ☐ Eureka Little League Park
- ☐ Eureka Senior League Park
- ☐ Eureka Swimming Pool
- ☐ Eureka County Fairgrounds
- ☐ Eureka Town Park
  Phone: 775-237-5372

- ☐ Eureka Justice Courtroom
  Phone 775-237-5540

- ☐ Eureka Senior Center
  Phone 775-237-5597

- ☐ Eureka Opera House
  Phone: 775-237-6006

- ☐ Eureka District Courtroom
  Phone: 775-237-5262

Crescent Valley

- ☐ Beowawe Justice Courtroom
  Phone: 775-468-0244

- ☐ Fannie Komp Senior Center
  Phone: 775-468-0466

- ☐ Town Hall
- ☐ Community Center
- ☐ Fairgrounds
  Phone: 775-468-0326

2. Tell us when you wish to rent the area:

Beginning the ___ day of_____,20_, at ___ am/pm and

Ending the ___ day of_____,20_, at ___ am/pm.

3. Tell us who you, the renter, are:

Your full name:_ _

Your company:_____

Your phone number:_____

Your address:_____

4. Describe what activities you plan to have at the area:

_____

_____

_____

_____

5. Will alcoholic beverages be served, provided, or otherwise be available at your event?

☐ No.

☐ Yes. If yes, tell us who holds the liquor license to provide alcohol:

Name of liquor license holder:_____

License holder's phone number:_____

6. Will food be served, provided, or otherwise be available at your event?

☐ No.

☐ Yes. If yes, tell us who will cater, prepare, and serve the food:

Name of caterer/preparer:_____

Caterer/preparer phone number:_____

Food handler permit number:_____

7. Tell us the maximum number of people you may have at your event:

_____

8. Is this event sponsored by Eureka County?

☐ No

☐ Yes. If yes, mark the box next to the sponsored event:

☐ County fair
☐ Opera House cultural event
☐ Other (explain here)_____

9. Do you have insurance for your event?

☐ No

☐ Yes. If yes, tell us about the insurance:

Name of the insured:.....

Insurance company:_____

Company phone number:_____

Type of coverage:_____

Coverage limits:_____

Include a copy of proof of insurance with this form. The Certificate of Insurance has to name Eureka County as additional insured under your policy.

10. Do you plan to clean the area yourself after the event, or hire someone?

☐ We will do it ourselves.

☐ We will hire someone. Tell us who you will hire:

Name of cleaning company:_____

Phone number:_____

When they will come to clean the area:_____

11. Once this application is reviewed by the County supervisor responsible for that area or building, you will be contacted. If the application is approved, you must pay all applicable fees in advance.

12. Your application and use of the area(s) you wish to rent are subject to all of the following limitations. By signing this application, you agree to abide by these limitations, and if you have questions, you have asked the County supervisor responsible for that area or building before you sign:

    A. Fees are driven by the cost of upkeep , insurance, and other costs and set by Resolution of the Board of County Commissioners. All fees must be paid in advance.

    B. All indoor facilities are no smoking facilities.

    C. No alcoholic beverages are allowed in the Courts, swimming pool, town hall and Commissioners meeting rooms. If alcoholic beverages are allowed, no glass containers are permitted. The Eureka County Sheriffs Office is authorized to confiscate all glass containers, so don't bring them and tell your guests about this rule.

    D. Not all activities are allowed at the rented area. Eureka County does not allow activities that are inconsistent with the design and construction of its facilities. Eureka County reserves the right to decide what is an allowed activity. If you or your guests engage in prohibited activities, you and your guests will be required to leave the rented area, even if your rental period is not up.

    E. As the renter, you are responsible for not damaging the rented property. Any damage you or your guests cause to the rented facilities must be paid for by you. You agree to meet with the County supervisor responsible for that area or building to discuss how much you owe if something gets broken, and you agree to pay within sixty (60) days after the event.

    F. Tell your guests they must exercise common sense and be reasonable while on the rental property. You or your guests might get hurt or may even die while using the rented area. You and your guests agree not to ask or demand that Eureka County or its agents or employees pay for you or your guest's injuries or death. The renter will indemnify and hold harmless the County of Eureka from any claims, actions or

judgement, including bodily injury and property damage arising from your use of the facility.

G. You agree to clean the property up and put it in the same condition it was when your rental period started. If you fail to do so, Eureka County will clean it up and charge you for the cost of doing so.

By my signature, I agree to the limitations and conditions described in this Application, and will abide by all of them.

DATED this ___ day of _____, 20____ .

_____
Signature

_____
Print name here so we can read it

Tenant User Liability Insurance Program (TULIP)
Facility Questionnaire

INSURANCE
Insuring the wortd's fun!

Completion of this enrollment form confirms your desire to obtain insurance through the Sports, Leisure and Entertainment Risk Purchasing Group. An RPG provides group purchasing power for similar risks resulting in potential advantageous coverage terms, competitive rates, risk management bulletins, and rewards for favorable group loss experience. An RPG membership fee may be charged. The submission of this enrollment form and/or the acceptance of payment does not guarantee coverage. Certain operations are not eligible for coverage by this program. We reserve the right to decline any request for coverage.

TO AVOID PROCESSING DELAYS, PLEASE:
1. Complete all sections (print legibly) 2. Sign and date where required

GENERAL INFORMATION

Facility/Premises owner (as it should appear on the policy):_____
(The legal name of the business or organization; typically the name that would appear on any contracts or agreements)
Doing business as (OBA):_____
(additional names under which the named insured operates)
Mailing address: _____
City:_____ State:___ Zip:_____
Contact name:_____ Phone:(_____
Cell: (_____ _____ Fax:(___)_____
E-mail: _____
Website:_____

EVENT INFORMATION

1. Event Information: Estimated number of events to be held annually? ____
2. Indicate the types of events held at facility (check all that apply):

0 Award presentations
0 Auctions
0 Banquets
0 Bar or bat mitzvahs
0 Bazaars
0 Benefit walks
0 Bingo games
0 Car, boat, or RV shows (static display only)
0 Concerts - call for approval (Type: _____)
0 Conventions
0 Debuts or debutante balls
0 Dinners, luncheons or showers
0 Fairs or festivals
0 Flea markets or swap meets
0 Graduation ceremony
0 Job fairs
0 Lectures
0 Meetings
0 Pageants
0 Parties (private or open to public)
0 Picnics
0 Poetry readings
0 Proms
0 Quinceaiieras
0 Recitals (dance or music)
0 Religious events
0 Reunions
0 Rummage sales
0 School band or drill team competitions
0 School carnivals
0 Shows (antique.art, business, consumer, craft, fashion, flower, garden, home, trade or vacation)
0 Social gatherings or receptions
0 Speaking engagements
0 Theatrical performances/musicals
0 Walking tours
0 Wedding or wedding reception

3. The facility will automatically be named as an additional insured on the policy. Please indicate the exact language needed to name the facility as an additional insured:

_____

_____

4. Indicate the limit of liability to be quoted: 0 $1,000,000 0 $2,000,000 0 Other: $._____

5. Provide the following:
- Copy of lease/rental agreement, including hold harmless agreement
- A diagram of the facility and surrounding area
- Hard copy loss runs for 4 years prior

page 3 Tenant User

READ AND SIGN

IMPORTANT INFORMATION. PLEASE READ AND SIGN.

Warranty and Disclosure Statement: I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of *my* knowledge, all information provided is complete, true and correct.

I am aware that the insurance company expects accurate reporting for *my* premium calculation, and should *my* figures exceed *my* estimates during the coverage term I will make arrangements to pay the additional premium I understand that my book and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage. K&K reserves the right to decline/void any ineligible coverage.

I further acknowledge that, I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided. The information I provided on this enrollment form becomes a part of the insurance contract.

Compensation and Other Disclosure Information: K&K Insurance Group, Inc. ("K&K") is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchaser.sThe role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the produce,rbased on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, K&K may charge a fee for administrative services. Your signature on your application, quote form, check, credit card and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by K&K. The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part of any alternative quotes presented to the purchaser by the producer, by emailing a written request to warranty@kandkinsurance.com.

In addition, premiums paid by clients to K&K for remittance to insurers, client refunds and claim payments paid to K&K by insurance companies for remittance to clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, K&K will retain the interest or investment income earned while such funds are on deposit in such accounts.

In placing, renewing, consulting on or servicing your insurance coverages K&K and its affiliates may participate in contingent commission arrangements with insurancecompanies that provide for additional contingent compensation, if, for example, certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by K&K with the insurance company or the overall performance of the policies placed with that insurance company, not on an individual policy basis. As a result, K&K may be considered to have an incentive to place your insurance coverages with a particular insurance company. Where K&K participates in contingent commission arrangements with insurance companies, K&K may be entitled to additional commission in the range of O to 5% depending upon whether and when specified thresholds are achieved.

Our liability to you, in total, for the duration of our business relationship for any and all damages, costs, and expenses (including but not limited to attorneys' fees), whether based on contrac,ttort (including negligence), or otherwise, in connection with or related to our services (including a failure to provide a service) that we provide in total shall be limited to the lesser of $2,500,000or the singular annual limit of the policy of insurance procured by us on your behalf from which your damages arise.

This liability limitation applies to you, our client, and extends to our client's parent(s), affiliates, subsidiaries, and their respective directors, officers, employees and agents (each a "Client Group Member" of the "Client Group") wherever located that seek to assert claims against K&K, and its parent(s), affiliates, subsidiaries and their respective directors, officers, employees and agents (each an "K&K Group Member" of the "K&K Group"). Nothing in this liability limitation section implies that any K&K Group Member owes or accepts any duty or responsibility to any Client Group Member.

If you or any of your Group Members asserts any claims or makes any demands against us or any K&K Group Member for a total amount in excess of this liability limitation, then you agree to indemnify K&K for any and all liabilities, costs, damages and expenses, including attorneys' fees, incurred by K&K or any K&K Group Member that exceeds this liability limitation.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at http://www.aon.com/market_relationships for a current listing of in ce and reinsurance ca which Aon Corporate and its affiliates hold any ownership interest.

Applican r agent signature: ---------- **Date:** _____

Prin e name: _____ **Title:** _____

If an agent: Check here to acknowledge you are signing on behalf of the named insured. 0

Named Insured (from page 3): .....

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Proposed New Fee Schedule

The proposed fee schedule is increased by roughly 25%; some have been rounded to practical amounts rather than strict percentage amounts. These are reasonable amounts according to the US Consumer Price Index which shows a rise from 270.970 points in 2021 to 336.940 points in 2026.

Rental Category	Current Rate	Proposed Rate
Opera House		
Reception Hall- half day/full day	$110/$220	$125/$250
Non-profit	$50	$60
Commercial-half day/full day	$110/$220	$125/$250
Kitchen	$200/event	$225/event
Meeting rooms-half day/full day	$50/$100	$60/$120
Refrigerator/freezer unit	$50/day	$60/day
Bar	$50/day	$60/day
County School	No charge	No charge
Eureka Ball Fields		
Rental	$75/day	$90/day
Youth League	$100/Season	$120/Season
Adult League	$100/team/season	$125/team/season
Tournament	$100/day	$125/day
Eureka County Fairgrounds		
Entire facility	$200/day	$250/day
Arena, concession, restrooms	$125/day	$150/day
Exhibit hall and restrooms	$125/day	$150/day
Pavillion and restrooms	$125/day	$150/day
Stall rentals	$10/day	$15/day
Dry camping	$10/day	$15/day
Roping club/high school rodeo members	$10/member/season	$10/member/season
Crescent Valley Facilities		
Town Hall Meeting Room	$25/day	$30/day
Community Center	$125/day	$150/day

Rental Category	Current Rate	Proposed Rate
Entire Facility (comm. Center/arena/concession)	$200/day	$250
Arena/Concession stand	$125/day	$150
Stall Rentals	$10	$15
Roping club/High school rodeo members	$10	$10

Senior Center

Consideration for removal of Eureka and Crescent Valley Senior Center from facilities rentals. Renters call Senior Center to rent those facilities.

Eureka County Insurance costs for events

Wedding @ the opera house under 100 people w/out alcohol	$145
Wedding @FG with 250-300 people w/out alcohol	$211
Movie Nights in CV no alcohol; 30 people	$145 (X8=$1160) Fees waived
Baby Shower @ FG w/ 70-75 people	$199
Fundraiser in CV	$145
Fiddler's Two Day event	$435 (fees waived)

Consideration for establishing a separate clearly identified insurance charge for those renters without their own insurance, including renters that have fees waived.

Insurance fee

Standard event no alcohol, 0-150 people	$145
Event with alcohol, over 150 people	$190
Events no alcohol, with over 200 people	$211

Other Expenses:

Opera House Linens from Vogue Weekly	$109 - $119

Date: 10/26/2026
Prepared by: J. Dominguez
Reviewed by:

EUREKA COUNTY
TREASURER'S REPORT
For the Month of September 2026

General Fund

August 31, 2026	43,838,954.94
Total Activity	626,014.15
September 30, 2026	**44,464,969.09**

Date: 10/26/2026
Prepared by: J. Dominguez
Reviewed by:

EUREKA COUNTY
TREASURER'S REPORT
For the Month of September 2026

Combined balance per all bank and investment account statements, September 30, 2026	$ 127,218,401.99	*(see below)*
Deposits in transit	23,828.36	
Outstanding checks	(997.78)	
Less: Outstanding New Acct Checks	(192,552.19)	
Bank balance, adjusted	**127,048,680.38**	
Balance per Tyler, September 30, 2026	127,048,680.38	
PBA Balance, adjusted	**127,048,680.38**	
Difference	-	

Eureka County
Apportionments, by Fund
For the Month of September 2026

Date 10/26/2026
Prepared by: J. Dominguez
Reviewed by:

Fund Number	Fund Name	Real Prop #1 Apportionments	Personal Prop #1 Apportionments
010	General	847,006.12	137.78
015	Future Reserve	0.06	
020	Road	180,507.61	29.66
025	Reg Transportation Comm	331,212.32	54.35
030	Agricultural Extension	15,186.23	2.48
035	Agricultural Dist #15	7,568.12	1.23
040	Building Maint & Oper	89,816.22	14.83
042	Capital Improvement Fund	75,953.66	12.37
044	Town of Eureka Fund	1,946.74	14.65
046	Crescent Valley Town	1,176.63	
050	Eureka County TV District	12,907.86	2.10
060	Diamond Valley Weed District	360.70	
070	Diamond Valley Rodent	182.60	
120	Devil's Gate Water District	447.18	
125	Water Mitigation	30,123.96	4.94
127	Nat Res Mult Use Fund	7,591.60	1.23
170	Accident Indigent Fund	22,782.28	3.70
175	Eureka Co Indigent Fund	5,008.23	0.82
180	Eureka Co. Indg Hosp Fund	15,186.80	2.48
190	Landfill Fund	106,122.00	17.31
250	Lwr Reese Rvr		
250	DV Water	2,797.93	
250	Maggie Creek Water		
250	Pine Valley		
250	Crescent Valley Water		
250	WhirlWind Water		
250	Humboldt Water		
250	State of Nevada	258,256.47	42.01
250	Kobeh Valley		
250	Boulder Flat		
320	School Dist	1,139,383.95	185.35
010	Property Tax Overpayment	3.97	
010	Penalties	1,215.86	
010	6% Collect Fee	55,400.43	34.39
220	2% Collect Fee	18,466.37	11.44
	TOTAL APPORTIONMENTS	$ 3,226,611.90	$ 573.12

$	3,227,185.02

Date 10/26/26
Prepared by: J. Dominguez
Reviewed by:

Eureka County
Expenditures
For the Month of September 2026
General County Checking

Date	Description	Amount
9/1/2026	AP	1,820,953.52
9/4/2026	PAYROLL	252,215.55
9/4/2026	DIRECT PAYABLES	58,822.87
9/4/2026	INSURANCE	167,819.13
9/9/2026	SPECIAL AP	1,591,931.55
9/15/2026	AP	478,880.49
9/18/2026	PAYROLL	249,973.84
9/18/2026	DIRECT PAYABLES	59,368.93
9/21/2026	PERS	241,805.94
	Total expenditures	4,921,771.82

Date: 10/26/2026
Prepared by: J. Dominguez
Reviewed by:

Eureka County
Revenue
For the Month of September 2026

Cashiering Receipt Number	Received From	Description	Amount
R058070	CCATT	SEPTEMBER RENT	$300.00
R058071	NGM	AUGUST ROAD WORK	$26,719.20
R058072	PERS	EMPLOYEE RETIREMENT	$12,984.75
R058073	GEOTHERMAL	AUGUST LEASE	$3,252.18
R058074	ST OF NV	AMNEAL (OPIOIDS) 2 OF 10	$71.82
R058075	ST OF NV	ZYDUS (OPIOIDS) 1 OF 1	$105.69
R058076	ST OF NV	SUN (OPIOIDS) 1 OF 3	$213.95
R058077	ST OF NV	MYLAN (OPIOIDS) 1 OF 9	$160.83
R058078	ST OF NV	MYLAN (OPIOIDS) 2 OF 9	$160.83
R058079	ST OF NV	CVS (OPIOIDS) 4 OF 10	$11,372.87
R058080	ST OF NV	ALVOGEN (OPIOIDS) 1 OF 1	$132.87
R058081	ST OF NV	AMNEAL (OPIOIDS) 1 OF 10	$160.97
R058082	ST OF NV	APOTEX (OPIOIDS) 1 OF 1	$452.95
R058083	ST OF NV	HIKMA (OPIOIDS) 1 OF 3	$683.13
R058084	ST OF NV	INDIVIOR (OPIOIDS) 1 OF 5	$80.98
R058085	ST OF NV	INDIVIOR (OPIOIDS) 2 OF 5	$64.78
R058086	ST OF NV	YOUTH PAROLE SERVICES ASSESSMENT - REFUNI	$319.53
R058087	ST OF NV	JULY CONSOLIDATED TAX	$1,246,586.14
R058105	JUSTICE COURT	SEPTEMBER MONTHLY	$10,959.00
R058120	DISTRICT COURT	SEPTEMBER MONTHLY	$2,359.73
R058138	RECORDER	SEPTEMBER MONTHLY	$147,235.15
R058171	PERSONAL PROPERTY	SEPTEMBER MONTHLY	$573.12
R058175	REAL PROPERTY	SEPTEMBER MONTHLY	$3,226,611.90
R058177	ROOM TAX	SEPTEMBER MONTHLY	$18,935.57
R058178	ST OF NV	JULY FUEL TAX	$71,856.65
R058179	ST OF NV	AUGUST GAMING TAX	$3.65
R058180	ST OF NV	AUGUST DMV	$1,444.55
R058181	LEANNA CANTRELL	EMPLOYEE HEALTH BENEFITS #15	$506.14
R058182	LEANNA CANTRELL	EMPLOYEE HEALTH BENEFITS #16	$506.14
R058183	QUILL	REFUND CHECK	$183.58
R058184	MT. WHEELER	REFUND CHECK	$893.00
R058198	XEROX	REFUND CHECK	$93.49
R058212	MT. WHEELER TV	SEPTEMBER RACK SPACE RENT	$200.00
R058213	T-MOBILE TV	SEPTEMBER RACK SPACE RENT	$1,850.00
R058214	WHITE PINE TV	SEPTEMBER & OCTOBER SHARED POWER	$200.00
R058215	SENIOR CENTER	SEPTEMBER MONTHLY	$2,523.00
R058216	SENIOR CENTER	JULY GRANT MONTHLY	$4,342.95
R058236	EUREKA FACILITIES	SEPTEMBER MONTHLY	$543.00
R058249	MUSEUM	SEPTEMBER MONTHLY	$1,046.00
R058250	JUVENILE PROBATION	SEPTEMBER MONTHLY	$152.35
R058251	EUREKA FAIR BOARD	AUGUST MONTHLY - BOUNCED CK# 1039	($150.00)
R058252	SHERIFF	SEPTEMBER MONTHLY	$615.75
R058263	EMS	SEPTEMBER MONTHLY	$18,740.28
	PUBLIC WORKS	MONTHLY DISTRIBUTION FY27	$72,023.11
		JOURNAL ENTERIES	
JN03758	AFLAC	TERMINATION REFUND	$13.22
INT0385	MMA	SEPTEMBER INTEREST	$502.64
DEP011175	LGIP	SEPTEMBER INTEREST	$57,612.70
INT0383	MEEDER	SEPTEMBER INTEREST	$253,483.13
			$5,199,683.27

Pooled Cash Report

Eureka County, Nevada

For the Period Ending 9/30/2026

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH				
010-000-10101-000	CLAIM ON CASH - GENERAL FUND	43,838,954.94	625,674.53	44,464,629.47
012-000-10101-000	CLAIM ON CASH - PROPERTY SALE TRUST FUND	47,824.86	0.00	47,824.86
014-000-10101-000	CLAIM ON CASH - RETIREE HLTH INS PREM FD	3,053,905.29	(13,349.83)	3,040,555.46
015-000-10101-000	CLAIM ON CASH - FUTURE RESERVE FUND	12,987,975.64	28,772.70	13,016,748.34
020-000-10101-000	CLAIM ON CASH - ROAD FUND	5,643,462.17	25,457.51	5,668,919.68
025-000-10101-000	CLAIM ON CASH - REG TRANSPORTATION COMM	19,050,648.23	(275,307.86)	18,775,340.37
030-000-10101-000	CLAIM ON CASH - AGRICULTURAL EXTENSION	804,930.24	17,005.55	821,935.79
035-000-10101-000	CLAIM ON CASH - AGRICULTURAL DIST #15	409,488.18	(9,795.12)	399,693.06
040-000-10101-000	CLAIM ON CASH - BLDG OPER&MAINT RES FUND	4,971,722.36	93,021.33	5,064,743.69
042-000-10101-000	CLAIM ON CASH - CAPITAL PROJECTS FUND	8,325,906.86	94,578.95	8,420,485.81
044-000-10101-000	CLAIM ON CASH - TOWN OF EUREKA FUND	1,490,966.15	(728.48)	1,490,237.67
045-000-10101-000	CLAIM ON CASH - EUREKA WTR/SWR UTLTY FD	2,666,365.60	(701,635.84)	1,964,729.76
046-000-10101-000	CLAIM ON CASH - CRESCENT VALLEY TOWN	287,914.92	(1,396.26)	286,518.66
048-000-10101-000	CLAIM ON CASH - CV WATER UTILITY FUND	709,682.64	3,662.27	713,344.91
050-000-10101-000	CLAIM ON CASH - EUREKA CO TV DISTRICT	1,136,541.00	8,860.70	1,145,401.70
060-000-10101-000	CLAIM ON CASH - DIAMOND VALLEY WEED DIST	256,981.27	(7,010.93)	249,970.34
070-000-10101-000	CLAIM ON CASH - DIAMOND VALLEY RODENT	408,231.93	2,311.94	410,543.87
100-000-10101-000	CLAIM ON CASH - RECREATION FUND	680,548.65	15,908.09	696,456.74
110-000-10101-000	CLAIM ON CASH - TOURISM FUND	44,653.10	1,581.53	46,234.63
120-000-10101-000	CLAIM ON CASH - DEVIL'S GATE WATER DIST	1,019,739.67	7,415.61	1,027,155.28
125-000-10101-000	CLAIM ON CASH - WATER MITIGATION FUND	3,225,233.15	26,197.72	3,251,430.87
127-000-10101-000	CLAIM ON CASH - NAT RES MULT USE FUND	1,962,256.29	11,956.70	1,974,212.99
150-000-10101-000	CLAIM ON CASH - RANGE IMPROVEMENT DIST 1	28,558.19	63.27	28,621.46
155-000-10101-000	CLAIM ON CASH - RANGE IMPROVEMENT DIST 6	111,906.68	280.16	112,186.84
160-000-10101-000	CLAIM ON CASH - DEPT OF MINERAL RESOURCE	109,800.00	9,270.00	119,070.00
165-000-10101-000	CLAIM ON CASH - EUREKA CO. GAME BOARD	2,527.70	(75.86)	2,451.84
170-000-10101-000	CLAIM ON CASH - ACCIDENT INDIGENT FUND	31,162.21	22,785.98	53,948.19
175-000-10101-000	CLAIM ON CASH - EUREKA CO INDIGENT FUND	586,452.28	6,852.81	593,305.09
180-000-10101-000	CLAIM ON CASH - HOSP CO INDG HOSP FUND	919,853.61	17,260.71	937,114.32
190-000-10101-000	CLAIM ON CASH - LANDFILL FUND	6,508,538.01	93,042.33	6,601,580.34
220-000-10101-000	CLAIM ON CASH - ASSR TECH FND NRS361.530	2,973,738.70	20,601.34	2,994,340.04
225-000-10101-000	CLAIM ON CASH - RECORDER TECHNOLOGY FUND	117,907.20	672.12	118,579.32
226-000-10101-000	CLAIM ON CASH-TREASURER TECH FUND	2,576.03	5.72	2,581.75
227-000-10101-000	CLAIM ON CASH - DISTRICT COURT AA FUND	17,871.24	39.59	17,910.83
230-000-10101-000	CLAIM ON CASH - JUSTICE COURT A A FUND	82,112.48	399.38	82,511.86
233-000-10101-000	CLAIM ON CASH - JUV COURT A A FUND	52,243.65	177.87	52,421.52
235-000-10101-000	CLAIM ON CASH - JUST CRT FACILITY FUND	215,914.89	799.03	216,713.92
240-000-10101-000	CLAIM ON CASH - FORENSIC FEE	1,201.21	2.66	1,203.87
250-000-10101-000	CLAIM ON CASH - STATE OF NEVADA	689,035.41	256,837.73	945,873.14
320-000-10101-000	CLAIM ON CASH - SCHOOL GENERAL FUND	1,465,554.49	(303,883.33)	1,161,671.16
996-000-10101-000	CLAIM ON CASH - UB UNAPPLIED CASH	31,205.09	(1,724.15)	29,480.94
TOTAL CLAIM ON CASH		126,972,092.21	76,588.17	127,048,680.38
CASH IN BANK				
Cash in Bank				
999-000-10102-000	CASH IN BANK - COUNTY CHECKING	(1,142.78)	145.00	(997.78)
999-000-10103-000	CASH IN BANK - DEPOSIT ACCOUNTS	119,193.70	(95,365.34)	23,828.36
999-000-10104-000	CASH IN BANK - CONCENTRATION	4,234,139.77	(452,438.65)	3,781,701.12
999-000-10105-000	CASH IN BANK - SILVER MONEY MARKET	3,791,465.71	2,000,502.64	5,791,968.35
999-000-10106-000	CASH IN BANK - LOCAL GOVERNMENT INVESTMEN	19,276,793.99	(1,442,387.30)	17,834,406.69
999-000-10107-000	CASH IN BANK - MEEDER INVESTMENT	99,592,353.32	217,972.51	99,810,325.83

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
999-000-10109-000	CASH IN BANK - NEW COUNTY CHECKING	(40,711.50)	(151,840.69)	(192,552.19)
999-000-11501-000	UB UNAPPLIED CREDIT	0.00	0.00	0.00
TOTAL: Cash in Bank		126,972,092.21	76,588.17	127,048,680.38
TOTAL CASH IN BANK		126,972,092.21	76,588.17	127,048,680.38
DUE TO OTHER FUNDS				
999-000-24910-000	DUE TO OTHER FUNDS	126,972,092.21	76,588.17	127,048,680.38
TOTAL DUE TO OTHER FUNDS		126,972,092.21	76,588.17	127,048,680.38

Claim on Cash	127,048,680.38	**Claim on Cash**	127,048,680.38	**Cash in Bank**	127,048,680.38
Cash in Bank	127,048,680.38	**Due To Other Funds**	127,048,680.38	**Due To Other Funds**	127,048,680.38
Difference	0.00	**Difference**	0.00	**Difference**	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
010-000-29300-000	ACCOUNTS PAYABLE	69,653.61	(135,560.14)	(65,906.53)
012-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
014-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
015-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
020-000-29300-000	ACCOUNTS PAYABLE	9,115.74	(18,061.46)	(8,945.72)
025-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
030-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
035-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
040-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
042-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
044-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
045-000-29300-000	ACCOUNTS PAYABLE	819.78	(1,799.84)	(980.06)
046-000-29300-000	ACCOUNTS PAYABLE	123.15	(181.04)	(57.89)
048-000-29300-000	ACCOUNTS PAYABLE	1,147.04	(2,665.73)	(1,518.69)
050-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
060-000-29300-000	ACCOUNTS PAYABLE	595.63	(1,191.29)	(595.66)
070-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
100-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
120-000-29300-000	ACCOUNTS PAYABLE	208.06	(419.27)	(211.21)
125-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
127-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
150-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
155-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
160-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
165-000-29300-000	ACCOUNTS PAYABLE	25.07	(25.07)	0.00
170-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
175-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
180-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
190-000-29300-000	ACCOUNTS PAYABLE	1,336.75	(1,944.99)	(608.24)
220-000-29300-000	ACCOUNTS PAYABLE	501.79	(1,003.61)	(501.82)
225-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
226-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
227-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
230-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
233-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
235-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
240-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
250-000-29300-000	ACCOUNTS PAYABLE	710.92	(710.92)	0.00
320-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		84,237.54	(163,563.36)	(79,325.82)
DUE FROM OTHER FUNDS				
999-000-16010-000	DUE FROM GENERAL FUND	(69,653.61)	135,560.14	65,906.53
999-000-16012-000	DUE FROM PROPERTY SALE TRUST FUND	0.00	0.00	0.00
999-000-16014-000	DUE FROM RETIREE HLTH INS PREM FD	0.00	0.00	0.00
999-000-16015-000	DUE FROM FUTURE RESERVE FUND	0.00	0.00	0.00
999-000-16020-000	DUE FROM ROAD FUND	(9,115.74)	18,061.46	8,945.72
999-000-16025-000	DUE FROM REG TRANSPORTATION COMM	0.00	0.00	0.00
999-000-16030-000	DUE FROM AGRICULTURAL EXTENSION	0.00	0.00	0.00
999-000-16035-000	DUE FROM AGRICULTURAL DIST #15	0.00	0.00	0.00
999-000-16040-000	DUE FROM BLDG OPER&MAINT RES FUND	0.00	0.00	0.00
999-000-16042-000	DUE FROM CAPITAL PROJECTS FUND	0.00	0.00	0.00
999-000-16044-000	DUE FROM TOWN OF EUREKA FUND	0.00	0.00	0.00
999-000-16045-000	DUE FROM EUREKA WTR/SWR UTLTY FD	(819.78)	1,799.84	980.06
999-000-16046-000	DUE FROM CRESCENT VALLEY TOWN	(123.15)	181.04	57.89
999-000-16048-000	DUE FROM CV WATER UTILITY FUND	(1,147.04)	2,665.73	1,518.69
999-000-16050-000	DUE FROM EUREKA CO TV DISTRICT	0.00	0.00	0.00
999-000-16060-000	DUE FROM DIAMOND VALLEY WEED DIST	(595.63)	1,191.29	595.66
999-000-16070-000	DUE FROM DIAMOND VALLEY RODENT	0.00	0.00	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
999-000-16110-000	DUE FROM TOURISM FUND	0.00	0.00	0.00
999-000-16111-000	DUE FROM RECREATION FUND	0.00	0.00	0.00
999-000-16120-000	DUE FROM DEVIL'S GATE WATER DIST	(208.06)	419.27	211.21
999-000-16125-000	DUE FROM WATER MITIGATION FUND	0.00	0.00	0.00
999-000-16127-000	DUE FROM NAT RES MULT USE FUND	0.00	0.00	0.00
999-000-16150-000	DUE FROM RANGE IMPROVEMENT DIST 1	0.00	0.00	0.00
999-000-16155-000	DUE FROM RANGE IMPROVEMENT DIST 6	0.00	0.00	0.00
999-000-16160-000	DUE FROM DEPT OF MINERAL RESOURCE	0.00	0.00	0.00
999-000-16165-000	DUE FROM EUREKA CO. GAME BOARD	(25.07)	25.07	0.00
999-000-16170-000	DUE FROM ACCIDENT INDIGENT FUND	0.00	0.00	0.00
999-000-16175-000	DUE FROM EUREKA CO INDIGENT FUND	0.00	0.00	0.00
999-000-16180-000	DUE FROM HOSP CO INDG HOSP FUND	0.00	0.00	0.00
999-000-16190-000	DUE FROM LANDFILL FUND	(1,336.75)	1,944.99	608.24
999-000-16220-000	DUE FROM ASSR TECH FND NRS361.530	(501.79)	1,003.61	501.82
999-000-16225-000	DUE FROM RECORDER TECHNOLOGY FUND	0.00	0.00	0.00
999-000-16230-000	DUE FROM JUSTICE COURT A A FUND	0.00	0.00	0.00
999-000-16233-000	DUE FROM JUV COURT A A FUND	0.00	0.00	0.00
999-000-16235-000	DUE FROM JUST CRT FACILITY FUND	0.00	0.00	0.00
999-000-16240-000	DUE FROM FORENSIC FEE	0.00	0.00	0.00
999-000-16250-000	DUE FROM STATE OF NEVADA	(710.92)	710.92	0.00
999-000-16320-000	DUE FROM SCHOOL GENERAL FUND	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		(84,237.54)	163,563.36	79,325.82
ACCOUNTS PAYABLE				
999-000-29300-000	ACCOUNTS PAYABLE	84,237.54	(163,563.36)	(79,325.82)
TOTAL ACCOUNTS PAYABLE		84,237.54	(163,563.36)	(79,325.82)

AP Pending	(79,325.82)	**AP Pending**	(79,325.82)	**Due From Other Funds**	(79,325.82)
Due From Other Funds	(79,325.82)	**Accounts Payable**	(79,325.82)	**Accounts Payable**	(79,325.82)
Difference	0.00	**Difference**	0.00	**Difference**	0.00

Eureka County, Nevada

Treasurers Report
Summary
Date Range: 09/01/2026 - 09/30/2026

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated Actual Ending
010 - GENERAL FUND	43,838,954.94	2,328,812.99	1,570,848.43	-3,000.16	135,290.19	44,464,629.47	44,464,629.47	0.00
012 - PROPERTY SALE TRUST FUND	47,824.86	0.00	0.00	0.00	0.00	47,824.86	47,824.86	0.00
014 - RETIREE HLTH INS PREM FD	3,053,905.29	6,720.94	20,070.77	0.00	0.00	3,040,555.46	3,040,555.46	0.00
015 - FUTURE RESERVE FUND	12,987,975.64	28,772.70	0.00	0.00	0.00	13,016,748.34	13,016,748.34	0.00
020 - ROAD FUND	5,643,462.17	281,710.21	238,191.24	0.00	18,061.46	5,668,919.68	5,668,919.68	0.00
025 - REG TRANSPORTATION COMM	19,050,648.23	382,949.58	658,257.44	0.00	0.00	18,775,340.37	18,775,340.37	0.00
030 - AGRICULTURAL EXTENSION	804,930.24	17,005.55	0.00	0.00	0.00	821,935.79	821,935.79	0.00
035 - AGRICULTURAL DIST #15	409,488.18	8,302.85	18,097.97	0.00	0.00	399,693.06	399,693.06	0.00
040 - BLDG OPER&MAINT RES FUND	4,971,722.36	101,026.33	8,005.00	0.00	0.00	5,064,743.69	5,064,743.69	0.00
042 - CAPITAL PROJECTS FUND	8,325,906.86	94,578.95	0.00	0.00	0.00	8,420,485.81	8,420,485.81	0.00
044 - TOWN OF EUREKA FUND	1,490,966.15	6,056.04	6,784.52	0.00	0.00	1,490,237.67	1,490,237.67	0.00
045 - EUREKA WTR/SWR UTLTY FD	2,666,365.60	37,264.55	737,119.88	0.00	1,780.51	1,964,729.76	1,964,729.76	0.00
046 - CRESCENT VALLEY TOWN	287,914.92	2,134.63	3,349.85	0.00	181.04	286,518.66	286,518.66	0.00
048 - CV WATER UTILITY FUND	709,682.64	24,121.31	17,814.25	0.00	2,644.79	713,344.91	713,344.91	0.00
050 - EUREKA CO TV DISTRICT	1,136,541.00	22,610.18	13,769.58	0.00	-20.10	1,145,401.70	1,145,401.70	0.00
060 - DIAMOND VALLEY WEED DIST	256,981.27	2,135.10	7,954.74	0.00	1,191.29	249,970.34	249,970.34	0.00
070 - DIAMOND VALLEY RODENT	408,231.93	2,311.94	0.00	0.00	0.00	410,543.87	410,543.87	0.00
077 - FFY05YUCCAMT DIRECT PYMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100 - RECREATION FUND	680,548.65	18,108.09	2,200.00	0.00	0.00	696,456.74	696,456.74	0.00
110 - TOURISM FUND	44,653.10	1,581.53	0.00	0.00	0.00	46,234.63	46,234.63	0.00
120 - DEVIL'S GATE WATER DIST	1,019,739.67	12,322.41	4,508.47	0.00	398.33	1,027,155.28	1,027,155.28	0.00
125 - WATER MITIGATION FUND	3,225,233.15	37,315.97	11,118.25	0.00	0.00	3,251,430.87	3,251,430.87	0.00
127 - NAT RES MULT USE FUND	1,962,256.29	11,956.70	0.00	0.00	0.00	1,974,212.99	1,974,212.99	0.00
150 - RANGE IMPROVEMENT DIST 1	28,558.19	63.27	0.00	0.00	0.00	28,621.46	28,621.46	0.00
155 - RANGE IMPROVEMENT DIST 6	111,906.68	280.16	0.00	0.00	0.00	112,186.84	112,186.84	0.00
160 - DEPT OF MINERAL RESOURCE	109,800.00	119,070.00	109,800.00	0.00	0.00	119,070.00	119,070.00	0.00
165 - EUREKA CO. GAME BOARD	2,527.70	5.41	56.20	0.00	25.07	2,451.84	2,451.84	0.00
170 - ACCIDENT INDIGENT FUND	31,162.21	22,785.98	0.00	0.00	0.00	53,948.19	53,948.19	0.00
175 - EUREKA CO INDIGENT FUND	586,452.28	6,930.51	77.70	0.00	0.00	593,305.09	593,305.09	0.00
180 - HOSP CO INDG HOSP FUND	919,853.61	17,260.71	0.00	0.00	0.00	937,114.32	937,114.32	0.00
190 - LANDFILL FUND	6,508,538.01	124,109.66	29,251.55	0.00	1,815.78	6,601,580.34	6,601,580.34	0.00
220 - ASSR TECH FND NRS361.530	2,973,738.70	25,096.60	3,491.65	0.00	1,003.61	2,994,340.04	2,994,340.04	0.00
225 - RECORDER TECHNOLOGY FUND	117,907.20	672.12	0.00	0.00	0.00	118,579.32	118,579.32	0.00
226 - TREASURER TECH FUND	2,576.03	5.72	0.00	0.00	0.00	2,581.75	2,581.75	0.00
227 - DISTRICT COURT IMP FUND	17,871.24	39.59	0.00	0.00	0.00	17,910.83	17,910.83	0.00
230 - JUSTICE COURT A A FUND	82,112.48	399.38	0.00	0.00	0.00	82,511.86	82,511.86	0.00
233 - JUV COURT A A FUND	52,243.65	177.87	0.00	0.00	0.00	52,421.52	52,421.52	0.00

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated Actual Ending
235 - JUST CRT FACILITY FUND	215,914.89	799.03	0.00	0.00	0.00	216,713.92	216,713.92	0.00
240 - FORENSIC FEE	1,201.21	2.66	0.00	0.00	0.00	1,203.87	1,203.87	0.00
250 - STATE OF NEVADA	689,035.41	270,030.83	12,482.18	0.00	710.92	945,873.14	945,873.14	0.00
320 - SCHOOL GENERAL FUND	1,465,554.49	1,139,569.30	1,443,452.63	0.00	0.00	1,161,671.16	1,161,671.16	0.00
996 - UB UNAPPLIED CREDIT	31,205.09	0.00	0.00	0.00	1,724.15	29,480.94	29,480.94	0.00
999 - POOLED CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total:	**126,972,092.21**	**5,155,097.35**	**4,916,702.30**	**-3,000.16**	**164,807.04**	**127,048,680.38**	**127,048,680.38**	**0.00**

EUREKA
-COUNTY-

Job Title:	Appraisal Supervisor	**Department:**	Assessor's Office
Classification Range:	E13	**Reports To:**	County Assessor
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose: Under general supervision, makes appraisals of the value of personal property and of real estate improvements and land for tax purposes within Eureka County; maintains appropriate database and other records; explains findings and assessment laws to the public.

Essential Functions: *The 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 skill.*

- Appraises real properties to reflect value changes resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use; conducts market analysis of land values for annual adjustment.
- Visually inspects and locates personal property such as mobile homes; Dealers Reports of Sale, building permits, F.A.A. Reports, business licenses, equipment declarations, pertinent advertising and phone listings, and other information to establish new or revised personal property accounts; enters appropriate information into computer and other records.
- Measures, plots, diagrams, photographs, and describes buildings, computing square foot area and noting quality characteristics for the assessor's property records.
- Interprets legal descriptions, blueprints, and topographical maps.
- Registers motor vehicles; verifies documents; collects fees and taxes due; determines value of vehicles for tax purposes; keeps records of all transactions; accounts for and orders replacement DMV supplies; processes exemptions by maintaining records of exemptions from previous years, and updates annually.
- Sets up and maintains personal property accounts, records, and billings; prepares and mails personal property billings.
- Records changes into computer database and other relevant records; collects and records information into sales data bank; performs sales data study; attempts to verify sales completeness; conducts ratio study for vacant property; and creates land values.
- Prepares year-end statistical and segregation analysis, as well as other reports for the State and the County Auditor, including updating tax tables.
- Explains appraisal and assessment practices to public; answers questions from the general public and other agencies about personal property appraisals, and processes, as well as other programs handled by the Assessor's Office. A*ssists individuals in filing for exemptions, rebates, and other programs*.
- Documents and defends appraisal processes and values in the case of an appeal before the County or State Board of Equalization.
- Calculates and explains ag deferred taxes.
- Queries – knowledge of queries and how to operate.

- Performs other duties as assigned.
- Supervises all other appraisers, assigns tasks as appropriate, oversees the annual reappraisal process and performs duties of the Assessor in his/her absence.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

4 years as an Appraiser with 3 of those years as an Appraiser II/III OR 3 years of experience in a related field and a Bachelor's degree. Sufficient work experience to independently perform the full range of duties listed above as well as those listed for Appraiser I,II, and III.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

Appraiser's Certificate issued by the State of Nevada Department of Taxaion for Real and Personal Property. Ability to maintain continuing education hours to keep Appraiser's Certificate current. Assessor Appraisers undergo a rigorous certification process including: 180 hours of appraisal education, 4 hours of USPAP ethics standards training, a general appraisal knowledge exam, a specialized property appraisal exam, multiple hours of hands-on training and continuing education of 36 hours every 3 years. Appraisers will perform multiple different analytical processes throughout the course of the year (i.e. Market Analysis, Population Analysis, Housing Count Analysis, Property Audits) to ensure the accuracy of data maintained in the property records. These processes are done to ensure that the Assessor establishes a fair and equitable base value in the county for taxation purposes.

Required Knowledge and Skills:

Knowledge of the basic principles and general practices of property appraisal; basic office procedures.

Skills in reading, interpreting, and applying rules, regulations, policies, and procedures that relate to the Assessor's office; assembling and analyzing data, preparing written reports, maintaining records, and making mathematical computations. Reading maps, entering information into a computer, taking simpe photographs, communicating rules, policies, and procedures to others.

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-COUNTY-

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five (25) pounds: files, stacks of paper, reference, and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength and stamina to walk long distances over rough terrain and to drive long distances. Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods.

Employees are expected to work both in the field and in the office. In the field, employees have exposure to outside weather conditions including heat, cold, wet, and windy weather; contact with animals and unexpected hazards. Work may be in remote, isolated locations.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Appraisal Supervisor

☐ ANNUAL CONFIDENTIAL PACKET REVIEWED/UPDATED

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Appraiser/GIS Technician I, II, and III	**Department:**	Assessor
Classification Range:	Appraiser/GIS Technician I, Range E10	**Reports To:**	County Assessor
	Appraiser/GIS Technician II, Range E11	**FLSA:**	Non-Exempt
	Appraiser/GIS Technician III, Range E12	**Safety Sensitive:**	Yes
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose: Under general supervision, independently administers and maintains Eureka County's Geographic Information System (GIS), including countywide spatial databases, parcel fabric, road centerlines, physical addressing, and geographic datasets utilized by multiple county departments. Performs state-certified real property appraisals, including field inspections, property valuation, market analysis, and maintenance of assessment records in accordance with Nevada law. Serves as the County's primary GIS technical resource, providing system administration, troubleshooting, software maintenance, vendor coordination, and specialized GIS support to county departments, including the Assessor's Office, Public Works, Sheriff's Office, and emergency services. Performs DMV-related transactions, reporting, and administrative functions as assigned.

Essential Functions: *The 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 skill.*

Appraiser/GIS Technician I: This is an entry level class. Employees working at the Appraiser/GIS Technician I work under close supervision. Employees hired at Appraiser/GIS Technician I must qualify for Appraiser/GIS Technician II within twenty-four (24) to thirty-six (36) months.

- Appraises real properties to reflect value changes resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use; participates in market analysis of land values for annual adjustment.
- Visually inspects and locates personal property such as mobile homes; Dealers Reports of Sale, building permits, F.A.A. Reports, business licenses, equipment declarations, pertinent advertising and phone listings, and other information to establish new or revised personal property accounts; enters appropriate information into computer and other records.
- Measures, plots, diagrams, photographs, and describes buildings, computing square foot area and noting quality characteristics for the assessor's property records.
- Interprets legal descriptions, blueprints, and topographical parcel maps.
- Registers motor vehicles; verifies documents; collects fees and taxes due; determines value of vehicles for tax purposes; keeps records of all transactions; accounts for and orders replacement DMV supplies; processes exemptions by maintaining records of exemptions from previous years, and updates annually.
- Sets up and maintains personal property accounts, records, and billings; prepares and mails personal property billings.
- Records changes into computer database and other relevant records;
- Prepares reports for the Department of Taxation and the County Auditor.
- Explains appraisal and assessment practices to public; answers questions from the general public and other agencies about personal property appraisals, and processes, as well as other programs handled by the Assessor's Office.
- Assists individuals in filing for exemptions, rebates, and other programs.
- Calculates and explains Agricultural Deferred taxes;
- Queries – knowledge of queries and how to operate.
- Using the GIS System, prepares, revises or updates maps, overlays and other visual records using conventional and computerized drafting techniques and existing maps, surveys or legal descriptions of property or boundaries
- Maintains Assessor Plats and Mining Plats and conducts quality control checks to ensure integrity of the data and perform necessary corrections.

- Plots and records boundaries, easements and other information from descriptions in deeds, property descriptions and other sources of information.
- Creates, maintains, acquires and distributes GIS data for use with street centerlines, water bodies and features, easements, zoning, aerial photography, soil surveys and digital elevation models.
- Computes scales required to increase or decrease sizes of revised maps; computes land areas.
- Assigns Assessor Parcel Numbers (APNs) and maintains appropriate records.
- Assists public title companies, brokers, appraisers and others with legal descriptions; reviewing planning and zoning maps for accuracy and completeness.
- Advises superiors of mapping problems, apparent defects in chain of title, boundary descriptions or other source material.
- Reproduces maps and other documents.
- Establish and maintain professional working relationships with coworkers, the public, visitors and vendors. Effectively interact and coordinate efforts with all County departments.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Appraiser/GIS Technician II: Requires State certification as an appraiser for property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Appraiser/GIS Technician II's are eligible for appointment as Deputy Assessors.

- In addition to performing duties assigned to Appraiser/GIS Technician I's, collects and records information into sales data bank; performs sales data study; attempts to verify sales completeness; conducts ratio study for vacant property; and creates land values.
- Prepares year-end statistical and segregation analysis, as well as other reports for the State, including updating tax tables.
- Documents and defends appraisal processes and values in the case of an appeal before the County or State Board of Equalization.
- Serves as the County's primary GIS administrator, independently overseeing the operation, maintenance, and technical management of countywide GIS systems and databases. Responsibilities include parcel fabric administration, geographic data development and maintenance, road centerlines, physical addressing, GIS software troubleshooting and updates, vendor coordination, spatial data quality control, and technical support for county departments, including the Assessor's Office, Public Works, Sheriff's Office, and emergency services.

Appraiser/GIS Technician III: Requires State certification as an appraiser for both Real and Personal Property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Appraiser/GIS Technician III's are eligible for appointment as Deputy Assessors.

- In addition to performing duties assigned to Appraiser/GIS Technician I's and II's, contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Shares workload on annual appraisal cycle processes including real and personal property appraisal.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education, Experience, Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation:*

Appraiser/GIS Technician I: Graduation from high school or possession of a G.E.D. certificate. One (1) year of clerical work is preferred. Ability to obtain an Appraiser's Certificate within two (2) years of the date of

employment, and ability to complete required continuing education courses. (Possession of a temporary certificate is required upon employment.)

Appraiser/GIS Technician II: One (1) year of sufficient work experience including: real estate, building cost estimating, or engineering experience. Possession of an Appraiser's Certificate issued by the State of Nevada Department of Taxation and sufficient work experience to independently perform the full range of duties listed above. Ability to maintain necessary continuing education hours required for Appraiser's Certificate.

Appraiser/GIS Technician III: Two (2) years of work experience including: real estate, building cost estimating, or engineering. Possession of an Appraiser's Certificate issued by the State of Nevada Department of Taxation for both Real and Personal Property and sufficient work experience to independently perform the full range of duties listed above. Ability to maintain necessary continuing education hours required for Appraiser's Certificate.

Special Requirements:

- Nevada Driver's License
- Assessor Appraisers undergo a rigorous certification process including: 180 hours of appraisal education, 4 hours of USPAP ethics standards training, a general appraisal knowledge exam, a specialized property appraisal exam, multiple hours of hands-on training and continuing education of 36 hours every 3 years. Appraisers will perform multiple different analytical processes throughout the course of the year (i.e. Market Analysis, Population Analysis, Housing Count Analysis, Property Audits) to ensure the accuracy of data maintained in the property records. These processes are done to ensure that the Assessor establishes a fair and equitable base value in the county for taxation purposes.

Required Knowledge and Skills:

Knowledge of: Principles and practices of real and/or personal property appraisal, real estate markets and transactions, N.R.S. and taxation codes and county regulations governing the appraisal of personal, commercial, industrial, residential and special purpose properties, standard office practices and procedures, including filing and the operation of standard office equipment, office record keeping principles and practices, correct business English, including spelling, grammar and punctuation, financial record keeping and accounting principles and terminology, concepts and terminology related to real or personal property appraisal and taxation, concepts, materials and terminology related to building construction. Principles, practices and equipment used in methods of computer-aided drafting and GIS applications; drafting maps; legal descriptions of property; mathematics including algebra and geometry. Advanced principles and practices of Geographic Information Systems (GIS), including spatial database administration, parcel fabric management, geographic data integrity, GIS software configuration and maintenance, geospatial analysis, addressing systems, and the development and management of countywide geographic datasets.

Skills to: Analyze, interpret, verify and explain real and personal property appraisal data, determine and assign accurate and equitable fair market value to property for taxation purposes, preparing clear and concise reports, correspondence and other written materials, take photographs, organize and prioritize work and meets critical deadlines, understands and follows oral and written directions maintain accurate records and files, uses initiative and independent judgment within established procedural guidelines, contributing effectively to the accomplishment of team or work unit goals, objectives and activities, deals successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone. Able to use mechanical and computerized drawing tools to do drafting and lettering: plot boundaries, easements and other visual records using conventional and computerized drafting techniques and existing maps, surveys or legal descriptions of property or boundaries; read and use assessment records, deeds and other public and private records used in property transactions; assist the public and others in the use of maps and other legal descriptions.

EUREKA
-COUNTY-

Physical/Mental Demands & Working Environment: *The physical/mental requirement described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Frequent standing and sitting. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, and occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Occasional lifting of items weighing up to twenty-five (25) pounds.

Cognitive activities, and use of mental processes to perform administrative or technical work; applies general understanding of operating policies and procedures to solve problems; requires ability to work under stress and to meet deadlines with a continuous, close attention for accurate results. Incumbent is expected to work both in the field and in the office. In the field, incumbent will be exposed to outside weather conditions including heat, cold, wet, and windy weather; contact with animals and unexpected hazards. Work may be in remote, isolated locations.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Appraisers I, II, III	**Department:**	Assessor
Classification Range:	Appraiser I, Salary Range E09	**Reports To:**	County Assessor
	Appraiser II, Salary Range E10	**FLSA:**	Non-Exempt
	Appraiser III, Salary Range E11	**Safety Sensitive:**	Yes
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose: Under general supervision, makes appraisals of the value of personal property and of real estate improvements and land for tax purposes within Eureka County; maintains appropriate database and other records; explains findings and assessment laws to the public.

Essential Functions: *The 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 skill.*

Appraiser I: This is an entry level class. Employees working at the Appraiser I work under close supervision. Employees hired at Appraiser I must qualify for Appraiser II within twenty-four (24) to thirty-six (36) months.

- Appraises real properties to reflect value changes resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use; conducts market analysis of land values for annual adjustment.
- Visually inspects and locates personal property such as mobile homes; Dealers Reports of Sale, building permits, F.A.A. Reports, business licenses, equipment declarations, pertinent advertising and phone listings, and other information to establish new or revised personal property accounts; enters appropriate information into computer and other records.
- Measures, plots, diagrams, photographs, and describes buildings, computing square foot area and noting quality characteristics for the assessor's property records.
- Interprets legal descriptions, blueprints, and topographical parcel maps.
- Registers motor vehicles; verifies documents; collects fees and taxes due; determines value of vehicles for tax purposes; keeps records of all transactions; accounts for and orders replacement DMV supplies; processes exemptions by maintaining records of exemptions from previous years, and updates annually.
- Sets up and maintains personal property accounts, records, and billings; prepares and mails personal property billings.
- Records changes into computer database and other relevant records;
- Prepares reports for the Department of Taxation and the County Auditor.
- Explains appraisal and assessment practices to public; answers questions from the general public and other agencies about personal property appraisals, and processes, as well as other programs handled by the Assessor's Office.
- Assists individuals in filing for exemptions, rebates, and other programs.
- Calculates and explains Agricultural Deferred taxes;
- Queries – knowledge of queries and how to operate.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Appraiser II: Requires State certification as an appraiser for property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Appraiser II's are eligible for appointment as Deputy Assessors.

- In addition to performing duties assigned to Appraiser I's, collects and records information into sales data bank; performs sales data study; attempts to verify sales completeness; conducts ratio study for vacant property; and creates land values.

- Prepares year-end statistical and segregation analysis, as well as other reports for the State, including updating tax tables.
- Documents and defends appraisal processes and values in the case of an appeal before the County or State Board of Equalization.

Appraiser III: Requires State certification as an appraiser for both Real and Personal Property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Appraiser III's are eligible for appointment as Deputy Assessors.

- In addition to performing duties assigned to Appraiser I's and II's, contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Shares workload on annual appraisal cycle processes including real and personal property appraisal.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education, Experience, Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation:*

Appraiser I: Graduation from high school or possession of a G.E.D. certificate and college course work or experience in real estate, building cost estimating, or engineering. Ability to obtain an Appraiser's Certificate within two (2) years of the date of employment, and ability to complete required continuing education courses. (Possession of a temporary certificate is required upon employment.)

Appraiser II: One (1) year of sufficient work experience including: real estate, building cost estimating, or engineering; experience. Possession of an Appraiser's Certificate issued by the State of Nevada Department of Taxation and sufficient work experience to independently perform the full range of duties listed above. Ability to maintain necessary continuing education hours required for Appraiser's Certificate.

Appraiser III: Two (2) years of work experience including: real estate, building cost estimating, or engineering. Possession of an Appraiser's Certificate issued by the State of Nevada Department of Taxation for both Real and Personal Property and sufficient work experience to independently perform the full range of duties listed above. Ability to maintain necessary continuing education hours required for Appraiser's Certificate.

Special Requirements:

- Nevada Driver's License
- Assessor Appraisers undergo a rigorous certification process including: 180 hours of appraisal education, 4 hours of USPAP ethics standards training, a general appraisal knowledge exam, a specialized property appraisal exam, multiple hours of hands-on training and continuing education of 36 hours every 3 years. Appraisers will perform multiple different analytical processes throughout the course of the year (i.e. Market Analysis, Population Analysis, Housing Count Analysis, Property Audits) to ensure the accuracy of data maintained in the property records. These processes are done to ensure that the Assessor establishes a fair and equitable base value in the county for taxation purposes.

Required Knowledge and Skills:

Knowledge of: Principles and practices of real and/or personal property appraisal, real estate markets and transactions, N.R.S. and taxation codes and county regulations governing the appraisal of personal, commercial, industrial, residential and special purpose properties, standard office practices and procedures, including filing and the operation of standard office equipment, office record keeping principles and practices, correct business English, including spelling, grammar and punctuation, financial record keeping and accounting principles and

terminology, concepts and terminology related to real or personal property appraisal and taxation, concepts, materials and terminology related to building construction.

Skills to: Analyze, interpret, verify and explain real and personal property appraisal data, determine and assign accurate and equitable fair market value to property for taxation purposes, preparing clear and concise reports, correspondence and other written materials, take photographs, organize and prioritize work and meets critical deadlines, understands and follows oral and written directions maintain accurate records and files, uses initiative and independent judgment within established procedural guidelines, contributing effectively to the accomplishment of team or work unit goals, objectives and activities, deals successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Physical/Mental Demands & Working Environment: *The physical/mental requirement described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Frequent standing and sitting. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, and occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Occasional lifting of items weighing up to twenty-five (25) pounds.

Cognitive activities, and use of mental processes to perform administrative or technical work; applies general understanding of operating policies and procedures to solve problems; requires ability to work under stress and to meet deadlines with a continuous, close attention for accurate results. Incumbent is expected to work both in the field and in the office. In the field, incumbent will be exposed to outside weather conditions including heat, cold, wet, and windy weather; contact with animals and unexpected hazards. Work may be in remote, isolated locations.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ APPRAISER I
☐ APPRAISER II
☐ APPRAISER III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

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-COUNTY-

Job Title:	DMV Technician/GIS/Department Assistant I-III	**Department:**	Assessor
Classification Range:	DMV Technician/GIS/Department Assistant I, E08	**Reports To:**	County Assessor
	DMV Technician/GIS/Department Assistant II, E09	**FLSA:**	Non-Exempt
	DMV Technician/GIS/Department Assistant III, E10	**Safety Sensitive:**	No
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose: Under general supervision, performs varied secretarial, clerical, and office assistance to the assessor office and the DMV public. Performs a variety of complex tasks of a technical nature in coordination of County-wide geographic information system. Prepares, revises and updates maps, reviews property deeds and other records and assist other department in conveyance of title.

Essential Functions: *The 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 that those contained in this document and may be required to have specific job-related knowledge and skill.*

DMV Technician/GIS/Department Assistant I

- Performs DMV transactions including vehicle renewals and registrations, vehicle titling, insurance verification and updating, and other transactions as allowed by Nevada DMV. Handles all DMV reports including weekly title reports, weekly receipts and credit card transactions and plate inventories. Reviews and shares with staff all DMV correspondence including emails.
- Acts as receptionist and receives and screens visitors, telephone calls, and takes messages; greets people visiting the office; provides factual information regarding department or program activities and functions which require some interpretation of rules, policies, and/or procedures.
- Checks typed and other materials for accuracy, completeness, compliance with departmental policies, and applicable regulations, and corrects English usage, including grammar, punctuation, and spelling.
- Enters, edits, retrieves data, and prepares periodic or special reports from computer systems following established formats and menus; may create reports, spreadsheets, and other formats using programmed software to meet departmental needs. Other data entry may include sales data, ownership changes, document updates, and other information as assigned.
- Prepares and updates a variety of records, forms, and reports which require the use of arithmetic calculations and consolidation of materials from several sources.
- Maintains records and processes forms such as; work orders, vouchers, billings, deeds and other functions specific to the department.
- Opens and distributes mail, processes outgoing mail; posts and distributes notices, flyers, and bulletins; performs other general office support service duties as assigned.
- Using the GIS System, prepares, revises, or updates maps, overlays, and other visual records using conventional and computerized drafting techniques and existing maps, surveys, or legal descriptions of property or boundaries.
- Maintains Assessor Plats and Mining Plats, and conducts quality control checks to insure integrity of the data and perform necessary corrections.
- Plots and records boundaries, easements, and other information from descriptions in deeds, property descriptions and other sources of information.
- Creates, maintains, acquires and distributes GIS data for use with street centerlines, water bodies and features, easements, zoning, aerial photography, soil surveys and digital elevation models.

- Computes scales required to increase or decrease sizes of revised maps: computes land areas.
- Assigns Assessor's parcel numbers and maintains appropriate records.
- Assists public title companies, brokers, appraisers and others with land descriptions; reviewing planning and zoning maps for accuracy and completeness.
- Advises superiors of mapping problems, apparent defects in chain of title, boundary descriptions or other source material.
- Reproduces maps and other documents.
- Establish and maintain professional working relationships with coworkers, the public, visitors, and vendors. Effectively interact and coordinate efforts with all County departments.

DMV Technician/GIS/Department Assistant II-III

- In addition to performing duties assigned to DMV Technician/GIS/Department Assistant I, serves as the County liaison and technical resource on questions, issues and projects involving GIS applications.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience:
DMV Technician/GIS/Department Assistant I: High School diploma/GED; AND one (1) year of clerical work is preferred.

DMV Technician/GIS/Department Assistant II: High School diploma/GED; AND two (2) years of verifiable DMV Technician/GIS/Department Assistant I support experience; OR one (1) year of experience as a GIS Technician; OR an Associate's Degree in a related field.

DMV Technician/GIS/Department Assistant III: High School diploma/GED; AND four (4) years of verifiable DMV Technician/GIS/Department Assistant support experience; OR two (2) year as a GIS Technician II; OR a Bachelor's Degree in a related field. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two (2) years Associates Degree in related field or appropriate related experience and two (2) years of professional experience in related field.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license

Required Knowledge and Skills:
Knowledge of: office practices and procedures, including filing and the operation of standard office equipment and procedures; basic record keeping principles and practices; correct English usage, including spelling, grammar, and punctuation. Principles, practices, and equipment used in methods of computer-aided drafting and GIS applications; drafting and GIS applications; drafting maps; legal descriptions of property; mathematics including algebra and geometry.

Skills in: detailed office support work; operate standard office equipment including a word processor or computer terminal; organize and maintain accurate files and records; provide factual information both in person and on the telephone; establish and maintain working relationships with staff and the public; accurately type at a rate sufficient to perform assigned duties. Able to use mechanical and computerized drawing tools and to do drafting and lettering: plot boundaries, easements, and other visual records using conventional and computerized drafting techniques and existing maps, surveys, or legal descriptions of property our boundaries; read and use assessment records, deeds, and other public and private records used in property transactions; assist the public and others in the use of maps and other legal descriptions.

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-COUNTY-

Physical Demands & Working Environment: *The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

- Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Hearing and speech to communicate in person or over the telephone. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference, and other materials. Moving from place to place within the office; reaching for items above and below desk level. May be occasionally required to work outdoors.
- Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise**.**

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Hiring Freeze Waiver Justification

(Submit completed form to the Eureka County Budget Director)

The purpose of the Reduction in Labor Force Policy is to reduce the overall labor force of Eureka County when an employee leaves county employment. This helps the County preserve resources while limiting the financial impact on current employees. During this time, departments are tasked with evaluating the need for all open the position and determining what alternatives may be used instead of re-hiring for the position.

In submitting the justification to hire, a department needs to demonstrate the role of the position and the adverse impact the County will suffer if the position is not filled.

The purpose of the Attrition Policy is to ensure that only those positions critical to the County's ongoing operations are filled. Departments are to evaluate their structure and function and evaluate alternatives to re-filling the position. In submitting the justification to fill a vacant position, a department needs to demonstrate the role of the position in addressing a critical function.

Submissions that contain non-specific language (e.g. "the position is critical to the successful operation of the department" or "the department cannot function without this position") will be returned for additional information.

The justification must identify the specific population served by the position and the consequences of not effecting the requested action, to include how the functions would be fulfilled if the request were not approved.

Once completed, forms should be submitted to the County Budget Director. Requests will be reviewed and considered by the Board of County Commissioners. The requesting Department Head or Elected Official will have an opportunity to meet with the Board of County Commissioners to address questions and elaborate on their request.

Requesting Department:	Sheriff's Department
Name/Title of Person Completing Justification:	Miles Umina
Action Requested: Hire a new position to provide support to the community.	Check appropriate box: ☒ Hiring Freeze/Attrition Waiver ☐ Fill a Casual position ☐ Fill a regular full-time position ☐ Fill a regular part-time position If applicable, complete the following information: Position Title: Civil Enforcement Officer - Civil Processor Incumbent:
Justification for the requested action and description of alternatives that have been evaluated (attach an additional sheet, if necessary):	The Civil Enforcement Officer is a new position exclusively built to support county ordinances, state laws and rules and regulations. This is a unique position and is a non-post position that will report to the Sheriff's office.
What alternatives to immediate hiring have been considered and/or tried, and why do those alternatives not work (attach additional sheet, if necessary)?	We have considered including these duties in the current staffing structure, however, the amount of responsibility, and unique knowledge and community relations necessary to fulfill the role is too much to add to a current position.
Why is it critical to retain this position?	

Hiring Freeze Waiver Justification

(Submit completed form to the Eureka County Budget Director)

Why is it urgent to fill this position immediately?	This position will support county initiatives and support county needs.
Consequences of not effecting the requested action:	If this position is not filled, we run the risk of continued challenges related to ordinances, rules and state laws that impact community members.
Date: November 1, 2026	Signature of Requesting Department Head:

-- Board of County Commissioners Use Only --	
Date received from Budget Director:	Board Meeting Date with Department Head:

Disposition:

☐ Approved ☐ Denied

☐ Approved with the following conditions: _____

_____

_____

☐ Other (describe): _____

_____

_____

NOTE: This Form must be filled out and submitted for the Board's consideration

Job Title:	Code Enforcement Officer and Civil Processor	**Department:**	Eureka County Sheriff's Office
Classification Range:	E10	**Reports To:**	Lieutenant
		FLSA:	
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose:

Under general supervision, performs inspections and enforcement activities related to all county ordinances, on public and private property. Enforces applicable laws and ordinances and regulations, issues notices and citations, coordinates abatement actions, and works collaboratively with Public Works and the District Attorney's Office.

Distinguishing Characteristics:

This position is responsible for creating and maintaining effective community relations, educating the public and associated entities on laws and ordinances. The position requires field-based inspection work, evidence documentation, and interaction with property owners, renters, residents, and legal authorities. The role may operate independently on routine matters and handle more complex or contested cases in coordination with legal counsel.

Essential Functions: *The 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 skill.*

- Acts as liaison with the public, other agency departments, law enforcement agencies, judicial entities, attorneys, judges, governmental agencies and other entities involved in the application of ordinances and service of process.
- Represents the County with integrity, a spirit of cooperation, and dignity in all relationships with staff and the public.
- Inspects public and private property to ensure compliance with county ordinances, including laws and regulations related to public health and community standards.
- Responds to complaints and reports of ordinance violations; conducts field investigations, interviews complainants and witnesses, and documents findings.
- Identifies violations and other conditions posing public health or environmental hazards.
- Issues notices of violation, citations, and compliance orders; explains corrective actions, timelines, and appeal processes to responsible parties.
- Collects, photographs, and preserves evidence; prepares written reports, case files, and enforcement documentation.
- Coordinates with Public Works staff others regarding cleanup, remediation, and abatement actions; monitors compliance.
- Works closely with the District Attorney's Office and/or legal counsel; prepares case materials, provides testimony, and appears in hearings or court as required.
- Maintains accurate records of inspections, enforcement actions, and case outcomes using manual and computerized systems.
- Provides information and assistance to the public regarding regulations, requirements, and compliance options.
- Participates in education and outreach efforts related to county ordinances, state and federal laws and community standards.
- This position also performs Civil Process functions and provides operational support to the Sheriff's Office as needed, consistent with the employee's qualifications, certifications, and training.
- Assist with incoming telephone calls and front counter duties as necessary.

- Locates persons on available information and attempts to obtain correct addresses if services addresses are incorrect or in the defendant/respondent has relocated.
- Service of liquor and gaming licenses, collection of fees on a quarterly basis.
- Performs various administrative duties in supporting unit functions, i.e., opening and distributing mail, data entry, stamping traffic transactions, filing documentation, copying, maintaining logs and receipts, and compiling service packets.
- Maintains security, integrity, and confidentiality of civil process data according to prescribed unit policy, procedures and applicable regulatory standards.
- Obtaining and maintaining the working knowledge of duties;
- Collecting, providing receipt, documenting, and placing into drop box the Water bills for Eureka Public Works
- Reviewing all returns of processes for the correctness of the order contained;
- Following-up, resolving, or referring complaints or concerns to appropriate supervisor;
- Entering and maintaining data and records into specialized computerized files;
- Responding by phone, mail and in person to inquiries and other requests;
- Interacting in a professional manner with the public, staff, inmates and other government agencies;
- Maintaining professionalism in dealing with confidential and sensitive matters while providing excellent customer service;
- Ensuring the Sheriff's Office policies and procedures are followed and the supervising Sergeant is advised of any unusual occurrence or concern;
- Maintaining ability to testify as a credible witness in court;
- Assists in filling out paperwork and collecting payment for Carry Concealed Weapon (CCW) , Work Cards, Canvassers License
- Provide notary services to the Sheriff's Office personnel and Public on required documents.
- Performs other duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Knowledge of:

- Principles and practices of ordinance enforcement and public health regulations.
- Applicable local, state, and federal regulations.
- Investigation techniques, evidence documentation, and report preparation.
- Enforcement procedures, citation processes, and basic legal principles related to ordinance enforcement.
- Computer applications related to recordkeeping, reporting, and data retrieval.
- Record keeping methods and practices, ordinances, and Nevada Revised Statutes, changing laws and procedures; Civil CIJ Certification.
- Liquor and gaming licensing and fee schedules.

Skill to:

- Conduct inspections and investigations in a fair, consistent, and professional manner.
- Communicate enforcement requirements clearly and tactfully with diverse populations.
- Prepare clear, accurate, and legally defensible documentation.

Ability to:

- Learn to interpret and apply ordinances.

- Identify conditions posing public health or risks.
- Work independently in the field and exercise sound judgment.
- Establish and maintain effective working relationships with coworkers, legal representatives, and the public.
- Communicate clearly and concisely, both verbally and in writing. Operate standard office equipment including a computer, copier, multi-line phone and cell phone.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession of a valid Nevada driver's license at time of appointment and throughout employment.
- Pursues continuing education related to public rules, laws and ordinances.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or its equivalent, supplemented with some college level coursework in building, planning, criminal justice, or related field **and** two years of work experience which required the frequent interpretation, explanation, or enforcement of varied codes and regulations, including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Physical/Mental Demands & Working Environment:

The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.

Mobility to work in a typical office setting, use standard office equipment and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect various properties or other facilities which may include standing for extended periods of time, stooping, kneeling, and walking on uneven terrain. Strength to lift and carry up to 30 pounds at times. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Work is performed under the following conditions:

Majority of work is conducted outside in all types of weather conditions. Work is performed on public and private property and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic, and caustic chemicals. Position will require travel by car from the office to a work site.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

EUREKA
-COUNTY-

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Assistant Comptroller	**Department:**	Comptroller
Classification Range:	E17	**Reports To:**	Comptroller
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	2026

Summary of Job Purpose: Under limited supervision of the Comptroller, performs complex, technical, specialized payroll, accounts payable, and occasional human resources work in the Comptroller's Office. Performs accounting duties involved with maintaining specialized fiscal records; ensures proper administration of financial affairs, provides fiscal support for all County departments; establishes, maintains and reviews accounting records, claims, accounts payable, and accounts receivable; audits vouchers and processes payments. In the absence of the Comptroller performs all duties assigned to the Comptroller.

Distinguished Characteristics: This class is distinguished from other classes in the County by the requirement the incumbent independently perform payroll functions that require knowledge of wage and hour laws, and other federal and state employment laws; accounting procedures and processes; budget preparation and reconciliation. Supervises staff, trains staff, monitors and evaluates work of staff, develops and revises office procedures

Essential Functions: *The 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 skill.*

- Assists public and other departments or agencies in person and by phone by answering inquiries relating to department records, budgets, services, and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents; provide technical support for payroll and accounts payable automated system and usage of the program.
- Processes payroll document timesheets on automated payroll system; verifies accuracy of time reported, time off used, insurance premiums; produces and distributes payroll checks for all employees; inputs changes to employee data files, sets up new hires and terminations; garnishments; W4 changes; generates payroll reports for insurance providers and state and federal agencies.
- Assists in preparation of annual budgetary documentation; prepares budget augmentations, augmentation resolutions, and budget transfer requests.
- Performs duties of the Comptroller in their absence and represents the Comptroller in meetings as required.
- Prepares financial statements based on Generally Accepted Accounting Principles (GAAP) including Comprehensive Annual Financial Reports and statutory financial statements; prepares notes to financial statements with supporting work papers using internally generated and external sources and tying in all amounts to the audited financial statements.
- Prepares balance sheets, income statements, changes in fund balance statements, and/or statements of cash flow from working trial balances; reconciles or supervises the reconciliation of accounts which may include trust accounts, general ledger accounts, and sub-ledger accounts; analyzes fiscal/financial data/reports to identify and correct errors.
- Develops, implements, and administers compliance with accounting policies and procedures in accordance with GAAP; establishes internal accounting procedures including document screening procedures to ensure compliance with governmental accounting statutes, regulations, and policies.
- Reviews and processes accounts payable vouchers for payment; checking for compliance with applicable budget, accounting, and other regulations; first line of auditors for vouchers and correct coding; ensures all capital outlay purchases have been approved by the Commissioners; investigate any allegations of potential fraud; organizes, prepares, and codes invoices; sets up vendor files and updates vendor list; prepares checks for signature.
- Compiles and assembles information from files, records, and regulations in response to inquiries for general or specific technical information; types and prepares a variety of material including graphs, charts, reports, financial statements, resolutions, forms; composes correspondence.
- Receives and verifies bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts; codes data for processing; posts information to appropriate accounts, logs, and reports.

- Enters and retrieves data and prepares periodic or special reports from computer systems as requested; sets up or creates reports, spreadsheets, and databases using programmed software to meet departmental needs. Reviews and coordinates the processing of periodic/special reporting to include budget expenditure reports, projections, reconciliations; compiles related data as required.
- Reviews and reconciles capital assets; enters data relating to the asset into the system; removes assets in the system when disposed; prepares reports for departments relating to assets. Works with County Auditor at year end to reconcile the capital assets to the audit.
- Determines appropriate account coding for transactions; posts transactions to computer system; enters vouchers, purchase orders, transfers, and other transaction documents; sets up/disconnects accounts.
- Inputs a variety of fiscal and statistical information into the County's computer system, produces summary reports of transactions using computer systems and manual records; reconciles reports with other records; collects applications, revenue, expenditures and other documentation for all County grant requests; prepares financial reports for grants received and reviews reports for grants made by the County for compliance with applicable requirements.
- Maintains and processes a variety of records; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; establishes and revises filing systems.
- Prepares quarterly and yearly payroll and accounts payable reports; W2s; 1099s, PACT; 941 and Unemployment; prepares and reviews monthly PERS report, submits data to PERS and communicates with PERS personnel; serves as a County PERS representative.
- Responsible for maintaining all personnel files and for ensuring confidentiality of all employee personal information is maintained at all times. Reviews and destroys terminated files when NRS dictates destruction of such files.
- Assists Comptroller and Independent Auditor during year end reconciliation; retrieves information and files for auditor; compiles spreadsheets for grant reconciliation; reviews and enters journal entries for year-end processes; prepares reports for auditor relating to accounting or payroll process throughout the year.
- Gathers data and reports information to the Actuary company relating to OPEB (Other Post Employment Benefits) reports; assists Comptroller in entering data in spreadsheets that assist in the OPEB calculation, answers questions from the Actuary company.
- Prepares and processes journal entries throughout the fiscal year; reviews and post revenue journal entries from the Treasurer Office, makes account corrections on accounts payable and payroll; follows internal control protocol for all accounting practices.
- Maintain knowledge of industry trends and employment legislation pertaining to all personnel and payroll matters by attending training courses. Works directly with department managers to assist them in carrying out their responsibilities relating to payroll and accounts payable matters.
- Communicates changes in County personnel policies and procedures to Human Resources for implementation into the update policy and insures proper compliance is followed, as directed by management.
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters relating to Comptroller duties.
- Provides information to County staff that requires the use of judgment and the explanation of state/federal law, policies, rules and procedures.
- Participates on committees and completes special projects as needed or assigned by the Comptroller.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Possession of a bachelor's degree in accounting or in public administration with an emphasis in financial management or accounting, and/or four years of responsible experience in government accounting and auditing that included experience

in preparing and administering budgets OR three (3) years as a Comptroller Administrative Assistant I, II or III. Completion of training on current accounting practices relevant to government accounting and additional relevant experience may be substituted for the bachelor's degree on a year for year basis. Completion of a certificated Human Resources Assistant training program is preferred (POOL/PACT HR Rep, SHRM, HRCI, PSHRA-CP, etc.). Knowledge of Tyler or other automated accounting system is required.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Successfully complete the Essential Management Skills and Advanced Essential Management Skills classes through POOL/PACT within twenty-four (24) months. Must pass a criminal background investigation. Experience in public sector Comptroller Department is strongly preferred but not absolutely required. Possession of a valid Nevada State driver's license.

Required Knowledge and Skills:

Knowledge of: Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats, Financial record keeping and bookkeeping practices and techniques, Principles and practices of auditing financial documents and records, Basic budgetary practices and terminology, Practices of reviewing financial documents for completeness and accuracy, Correct business English, including spelling, grammar and punctuation, Functions and responsibilities of the office of the Comptroller, Wage and hour laws, as well as federal and state employment laws, Record keeping principles and practices, Regulations and procedures governing the processing of financial transactions, Operations, services and activities of an automated payroll program, Principles and practices of fiscal record keeping and reporting, Accounting methods and techniques, Principles and procedures of accounts payable and receivable

***Skill in*:** Performing technical financial work, Reading and explaining laws, rules, policies and procedures, Analyzing and resolving varied financial problems, Organizing, researching and maintaining financial files, Imputing budget information into a standard budget document format, Making accurate arithmetic calculations, Reviewing financial documents for completeness and accuracy, Reviewing, posting, balancing and reconciling financial records, Maintaining accurate financial records and preparing accurate and timely reports, Organizing own work, setting priorities and meeting critical deadlines, Contributing effectively to the accomplishment of team or department goals, objectives and activities.

Ability to: Learn County policies and procedures related to payroll processing, Investigate payroll problems and recommend solutions, Operate a variety of computer equipment, including word processing and spreadsheet software, Understand, interpret and communicate payroll policies, procedures, rules and regulations, Maintain a variety of financial records and files, Work independently, Estimate budget needs, write justifications for funding requests and account for variances between projected and actual expenditures, Maintain strict confidentiality specifically on matters related to personnel and budget information, Understand, interpret, and apply specific rules, codes, regulations, and procedures, Communicate and maintain effective working relationships with all County employees and elected officials, Work under the pressure of deadlines and changing priorities

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference and other materials; strength,

stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Generally clean working environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls or electronic means, office visitors, and response to unplanned events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Assistant Comptroller

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Comptroller	**Department:**	Comptroller
Classification Range:	E22	**Reports To:**	Commissioners
		FLSA:	Exempt
		Safety Sensitive:	No
		Probation Period:	6 months
		Adopted/Revised:	2026

Summary of Job Purpose: Under policy and administrative direction of the Eureka County Commissioners, serves as the County's chief fiscal officer. Manages the County's accounting and fiscal management functions, ensures proper administration of financial affairs, provides fiscal support for all County departments, oversees payroll and accounts payable records, and performs the functions of County auditor and comptroller as defined in Nevada Revised Statutes 251.

Essential Functions: *The 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 skill.*

- Establishes and maintains accounting systems and internal reporting and records systems to provide the necessary documentation for all fiscal transactions, classification of expenditures, current fund balances, audit trails, and creates new accounting codes in the system to track grants, revenues and expenditures.
- Prepares financial statements based on Generally Accepted Accounting Principles (GAAP) including Comprehensive Annual Financial Reports and statutory financial statements; prepares notes to financial statements with supporting work papers using internally generated and external sources and tying in all amounts to the audited financial statements.
- Prepares periodic fiscal reports for entities such as state and federal agencies and private grant providers; prepares ad hoc reports for use by other entities such as internal/external auditors, legislative or other governing bodies, the Department of Taxation, the County Treasurer, and the public.
- Works with and assists outside auditors in year-end audit preparation, provides documents and back up for all accounting activity, assists auditors with compliance checklist, enters and posts year end journal entries provided by auditors, reconciles draft audit with accounting software to ensure accurate reporting prior to the final audit.
- Prepares balance sheets, income statements, changes in fund balance statements, and/or statements of cash flow from working trial balances; reconciles or supervises the reconciliation of accounts which may include trust accounts, general ledger accounts, and sub-ledger accounts; analyzes fiscal/financial data/reports to identify and correct errors.
- Develops, implements, and administers compliance with accounting policies and procedures in accordance with GAAP; establishes internal accounting procedures including document screening procedures to ensure compliance with governmental accounting statutes, regulations, and policies.
- Receives fraud complaints and works with the appropriate departments to investigate the allegation, submits fraud findings to the appropriate departments or supervisors, ensures the financial integrity of the County is maintained and adhered to in order to avoid audit findings and legal actions against the County.
- Prepares and/or coordinates the development of budgets including the revenue and expenditure projections, narrative justification of programs, detailed spending plans, projects employee pay and benefit costs, presents different scenarios to the County Commissioners for approval prior to implementing into the budget. Presents budgets to the Board of County Commissioners; provides testimony and responds to questions at budget hearings; estimates fiscal impact of legislative proposals.
- Reviews and analyzes requests for and adjustments to budgets for compliance with directives, policies, regulations, and limitations; prepares budget augmentations, augmentation resolutions, and budget transfer requests, makes recommendations to the Board of County Commissioners and the Department of Taxation.
- Monitors spending for compliance with fiscal policies; recommends adjustments to programs and to expenditure plans needed for compliance with budgets and policies; reviews and adjusts department internal controls as necessary to provide complete and accurate records of financial transactions.
- Prepares and processes journal entries throughout the fiscal year; reviews and post revenue journal entries from the Treasurer Office; makes account corrections on accounts payable and payroll; follows internal control

protocol for all accounting practices.

- Assists departments by analyzing, organizing, and balancing department/program requests; reviews and makes recommendations on work program changes; analyzes the impact on existing and future department budgets.
- Assists County departments with development of long- and short-range objectives by providing projections of costs and available revenue; recommends allocation of financial resources; prepares periodic budget analyses for management.
- Oversees accounts payable, ensuring correct payment amounts, address and TIN for each vendor, checking for compliance with applicable budget, accounting and other regulations; auditor for vouchers and correct coding; ensures capital outlay purchases have been approve by the Commissioners; process emergency payments according to County Code guidelines, upload and verify Positive Pay with the bank, process W-9 paperwork, submit accounting information to the Treasurer's Office, present accounts payable invoices to the Board of Commissioners for approval.
- Reviews and reconciles capital assets; enters data relating to asset into the accounting software; removes assets when disposed; prepares reports for departments relating to assets and bi-annual audits requirements; Works with County Auditor at year end to reconcile capital assets to the audit and creates the footnote for the financial statement.
- Oversees payroll, ensuring employees are paid accurately and in a timely manner; ensures taxes, PERS, and vendor obligations are paid appropriately, submits quarterly and yearly reports to any state and federal agencies relating to payroll (W2, 1099, PACT, 941 and Unemployment), prepares and reviews monthly PERS reports, submits data to PERS and communicates with PERS personnel as the County Liaison; makes all employee payroll changes in the software system and retains the documentation in employee files, uploads and verifies positive pay and direct deposit information.
- Maintains and processes a variety of records; determines acceptability of information and selects proper procedures; is responsible for maintaining personnel files and for ensuring confidentiality of all employees' personal information is maintained at all times. Reviews and destroys terminated files when NRS dictates destruction of such files.
- Oversees employee benefits to include health insurance, life, vision and dental insurance, works with the Insurance Broker to ensure correct premiums are paid and to investigate insurance disputes between employees and providers, enrolls employees and dependents into the various insurance programs, submits any changes involving additions or deletions to the providers, works with supplemental insurance carriers with enrollment and payroll processing of premiums, reconciles the monthly premium statement from insurance carriers, submits payments to all insurance carriers.
- Gathers data and reports information to the Actuary company relating to OPEB (Other Post Employment Benefits) reports; enters data in spreadsheets that assist the OPEB calculations; answers questions from the Actuary company.
- Performs and participates in all activities relating to Eureka County negotiations of labor contracts: including but not limited to collective bargaining, labor negotiations, costing out the contract, handling grievances, and arbitration.
- Maintains knowledge of industry trends and employment legislature pertaining to personnel and payroll matters by attending training courses. Works directly with department managers to assist them in carrying out their responsibilities relating to payroll and accounts payable maters.
- Communicate changes in County personnel policies and procedures to Human Resources to ensure the changes are incorporated into the updated policy. Ensures proper compliance is followed as directed by management or state/federal laws.
- Provides information to County staff that require the use of judgement and the explanation of state/federal laws, policies, rules and procedures.
- Ability to travel to attend hearings and meetings outside the Eureka area.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Education and Experience: Bachelor's degree in accounting, public administration, or a related field and two years of professional experience in accounting, auditing and preparing a budget OR five (5) years of government accounting and auditing, including experience in preparing and administering a budget. Completion of training on current accounting practices relevant to government accounting and additional relevant experience may be substituted for the bachelor's degree on a year for year basis. Completion of a certificated Human Resources Assistant training program is preferred (POOL/PACT HR Rep, SHRM, HRCI, PSHRA-CP, etc.). Knowledge of Tyler or other automated accounting system is required.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Successfully complete the Essential Management Skills and Advanced Essential Management Skills classes through POOL/PACT within twenty-four (24) months. Must pass a criminal background investigation. Experience in public sector Comptroller Department is strongly preferred but not absolutely required. Possession of a valid Nevada State driver's license.

Required Knowledge and Skills:
Knowledge of: Principles and practices of management and supervision; Principles of budget preparation and administration; Methods, supplies, and equipment used to conduct department programs and provide department services; Laws, regulations, and policies that pertain to local government accounting and financial management; and Current information technology applicable to government financial and human resources management; Tyler Incode or other automated accounting system.
Skills to: Effectively administer projects and operations consistent with federal, state, and County policies and regulations; Work effectively under the pressure of deadlines and conflicting demands; Plan, direct, and evaluate the work of assigned staff; Analyze policies, activities, and methods; Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and department operation matters; Document actions and observations; Design and document procedures; Project the consequences of proposed actions; Implement administrative policies and work programs consistent with County policies and goals; Understand, interpret, and apply laws and regulations; Select appropriate alternatives from among those available; Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; Communicate effectively in writing on matters related to department policies, funding, and operations; Establish and maintain effective working relationships with all levels of County staff, elected and appointed bodies, and members of the general public; Consult with and advise staff of work procedures and problem resolution; Gain cooperation through discussion and persuasion; Instruct staff in the requirements of the job; Train staff in the methods of the job; Monitor expenditures to assure compliance with budgets; Estimate budget needs; Write justifications for funding requests; and Account for variances between projected and actual expenditures

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

- While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, bend, or crouch. The employee must occasionally lift and/or move up to 20-30 pounds to shoulder level. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.
- Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

EUREKA
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This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
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Job Title:	Comptroller Administrative Assistant I, II, III	**Department:**	Comptroller
Classification Range:		**Reports To:**	Comptroller/Asst Comptroller
	Comptroller Admin Assistant I, E09	**FLSA:**	Non-Exempt
	Comptroller Admin Assistant II, E10	**Safety Sensitive:**	No
	Comptroller Admin Assistant III, E11	**Probation Period:**	6 Months
		Adopted/Revised:	2026

Summary of Job Purpose: Under direction, provides responsible and specialized administrative and office support to the Comptroller's office; acts as a secretary. Performs complex, technical, specialized payroll, and accounts payable work in the Comptroller's Office. Provides fiscal support for all County departments: establishes, maintains and reviews accounting records, claims, accounts payable, and accounts receivable; audits vouchers, fixed assets, processes payments, and processes payroll.

Distinguished Characteristics: This class is distinguished from other classes in the County by the incumbent being able to provide secretarial support and independently perform payroll processes; accounts payable processes; knowledge of wage and hour laws and other federal and state employment laws. Comptroller Administrative Assistants performs technical, complex, and/or specialized office support duties which may include monitoring department budget to comply with established budget limits, legal procedures, state, federal and county policies, and office management. Comptroller Administrative Assistants are expected to provide a broad range of administrative support.

Essential Functions: *The 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 skill.*

- Assists public and other departments or agencies in person and by phone by answering inquiries relating to department records, budgets, services, and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents; provide technical support for payroll and accounts payable automated system and usage of the program.
- Processes payroll document timesheets on automated payroll system; verifies accuracy of time reported, time off used, insurance premiums; produces and distributes payroll checks for all employees; inputs changes to employee data files, sets up new hires and terminations; garnishments; W4 changes; generates payroll reports for insurance providers and state and federal agencies.
- Review and process accounts payable vouchers for payment; checking for compliance with applicable budget, accounting, and other regulations; first line of auditors for vouchers and correct coding; ensures all capital outlay purchases have been approved by the Commissioners; investigate any allegations of potential fraud; organizes, prepares, and codes invoices; sets up vendor files and updates vendor list; prepares checks for signature.
- Compiles and assembles information from files, records, and regulations in response to inquiries for general or specific technical information; types and prepares a variety of material including graphs, charts, reports, financial statements, resolutions, forms; composes correspondence.
- Receives and verifies bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts; codes data for processing; posts information to appropriate accounts, logs, and reports.
- Enters and retrieves data and prepares periodic or special reports from computer systems as requested; sets up or creates reports, spreadsheets, and databases using programmed software to meet departmental needs. Reviews and coordinates the processing of periodic/special reporting to include budget expenditure reports, projections, reconciliations; compiles related data as required.
- Determines appropriate account coding for transactions; posts transactions to computer system; enters vouchers, invoices, purchase orders and other transaction documents; sets up/disconnects accounts.

- Maintains and processes a variety of records; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; establishes and revises filing systems.
- Inputs a variety of fiscal and statistical information into the County's computer system, produces summary reports of transactions using computer systems and manual records; reconciles reports, such as school reports, with other records.
- Reviews and reconciles capital assets; enters data relating to the asset into the system; removes assets in the system when disposed; prepares reports for departments relating to assets. Works with County Auditor at year end to reconcile the capital assets to the audit.
- Prepares quarterly and yearly payroll and accounts payable reports; W2s; 1099s, PACT; 941 and Unemployment; prepares and reviews monthly PERS report, submits data to PERS and communicates with PERS personnel; serves as a County PERS representative.
- Responsible for maintaining all personnel files and for ensuring confidentiality of all employee personal information is maintained at all times. Reviews and destroys terminated files when NRS dictates destruction of such files.
- Assists Comptroller and Independent Auditor during year end reconciliation; retrieves information and files for auditor; compiles spreadsheets for grant reconciliations; reviews and enters journal entries for year end processes; prepares reports for auditor relating to accounting or payroll process throughout the year.
- Gathers data and reports information to the Actuary company relating to OPEB (Other Post Employment Benefits) reports; assists Comptroller in entering data in spreadsheets that assist in the OPEB calculation, answers questions from the Actuary company.
- Prepares and processes journal entries throughout the fiscal year; reviews and post revenue journal entries from the Treasurer Office, makes account corrections on accounts payable and payroll; follows internal control protocol for all accounting practices.
- Maintains knowledge of industry trends and employment legislation pertaining to all personnel and payroll matters by attending training courses. Works directly with department managers to assist them in carrying out their responsibilities relating to payroll and accounts payable matters.
- Provides information to County staff that requires the use of judgment and the explanation of state/federal law, policies, rules and procedures.
- Participates on committees and completes special projects as needed.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Comptroller Administrative Assistant I - High School diploma or equivalent and at least one (1) year of varied clerical work experience that included independent interpretation and application of administrative procedures and practices. Technical experience that required interpretation and application of complex programs or administrative procedures. Knowledge of automated accounting system is preferred.

Comptroller Administrative Assistant II – High School diploma or equivalent, and at least two (2) years of responsible, varied clerical work experience that included independent interpretation and application of administrative procedures and practices; OR one (1) years of experience as a Comptroller Administrative Assistant I. The required experience must have been working in an account payable or payroll environment. Knowledge of automated accounting system is preferred.

Comptroller Administrative Assistant III – Four (4-year) Bachelor's Degree required OR two (2) years of experience as a Comptroller Administrative Assistant II. The required experience must have been working in an account payable or

payroll environment. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two (2) years Associates Degree in business or accounting and appropriate related experience and two (2) years of professional experience in business or accounting. Knowledge of automated accounting system is preferred.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license

Required Knowledge and Skills:

Knowledge of: Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats, Financial record keeping and bookkeeping practices and techniques, Principles and practices of auditing financial documents and records, Basic budgetary practices and terminology, Functions and responsibilities of the office of the Comptroller, Wage and hour laws, as well as federal and state employment laws, Regulations and procedures governing the processing of financial transactions, Correct English usage, including spelling, grammar, punctuation, and business arithmetic, Operations, services and activities of an automated payroll program, Principles and practices of fiscal record keeping and reporting, Accounting methods and techniques, Principles and procedures of accounts payable and receivable.

Skills in: Performing technical financial work, Reading and explaining laws, rules, policies and procedures, Analyzing and resolving varied financial problems, Making accurate arithmetic calculations, Reviewing financial documents for completeness and accuracy, Reviewing, posting, balancing and reconciling financial records, Maintaining accurate financial records and preparing accurate and timely reports, Organizing own work, setting priorities and meeting critical deadlines, Contributing effectively to the accomplishment of team or department goals, objectives and activities.

Ability to: Learn County policies and procedures related to payroll processing and accounts payable, Investigate payroll problems and recommend solutions, Investigate potential fraud allegations and provide recommendation to the Comptroller or Commissioners, Operate a variety of computer equipment, including word processing and spreadsheet software, Understand, interpret and communicate payroll policies, procedures, rules and regulations, Maintain a variety of records and files, Work independently, Plan and organize work, Maintain strict confidentiality specifically on matters related to personnel and budget information, Understand, interpret, and apply specific rules, codes, regulations, and procedures, Communicate and maintain effective working relationships with all County employees and elected officials, Work under the pressure of deadlines and changing priorities.

Physical/Mental Demands & Working Environment:

The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference and other materials; strength, stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level.

WORKING CONDITIONS:

Generally clean working environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls or electronic means, office visitors, and response to unplanned events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided

for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Comptroller Administrative Assistant I
☐ Comptroller Administrative Assistant II
☐ Comptroller Administrative Assistant III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Administrative Legal Secretary	**Department:**	District Attorney
Classification Range:	E12	**Reports To:**	Paralegal
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose: Under general supervision of the Paralegal, supervises assigned staff as delegated, performs tasks as an assistant office manager; assists in the development of the department budget; performs a wide range of legal secretarial services; provides staff support to the District Attorney's Office; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: This class is an administrative position, reporting directly to the Paralegal. This position is responsible for assisting with coordination of all activities within the Office. This is the advanced level class in this specialized secretarial series. Incumbents perform and assist in overseeing the most technical, complex, difficult and challenging administrative duties. This class is distinguished from other clerical classes in the County by the complex and exacting nature of the administrative support provided in a publicly accountable deadline driven legal and clerical environment, and the requirement to perform duties as a supervisor as delegated by the Paralegal, trainer, and assistant office manager.

ESSENTIAL JOB FUNCTIONS: *The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for this position.*

- Supervisory role as delegated by the Paralegal.
- Assist the Paralegal with coordination of all administrative activities within the department, including but not limited to specialized computer software licensing, installation and maintenance; assist in the development and implementation of administrative policies, and researches and analyses procedures to be implemented or modified; make recommendation to the District Attorney on procedures, forms, workflow, and equipment use.
- Acts as an assistant office manager for the department in coordination with the Paralegal.
- Purchase office supplies and maintain supply inventory as delegated by the Paralegal; prepares claims for payment for vendors and schedules maintenance of equipment.
- Receives and verifies bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts; codes data for processing; posts information to appropriate files and accounts, logs, and reports; traces and corrects errors.
- Assist the Paralegal as needed to estimate budget needs.
- Supervise and train others as delegated by the Paralegal, as well as perform all duties outlined in, the Legal Secretary job description, which include but are not limited to:
    - Initiates civil and criminal case file openings and closings and provides accurate input into the JustWare software system regarding relevant case files. Reviews closed cases and drafts written authorization for releases of evidence.
    - Maintains up to date files (with all paperwork placed in the appropriate file) and updates the case control record of each file in a timely and accurate manner.
    - Works with court personnel, the personnel of other offices, and witnesses to schedule court hearings, including but not limited to preliminary hearings, arraignments, pre-trial motion hearings, trials, sentencing hearings, post judgment hearings, and meetings with the court or counsel.
    - Notifies Office staff of all cases requiring attention as a result of an arrest, hearing setting, or other incident requiring some action in a specified timeframe and follows up to help ensure the item requiring attention was dealt with in an appropriate manner.
    - Prepares drafts of documentation for review and approval by an attorney in civil cases and criminal prosecutions, including but not limited to complaints, summons, warrants, stipulations, subpoenas

(both in state and out of state), motions, orders, judgments, dismissals, plea agreements, legal briefs, and criminal information.
    - Prepares requests for documentation from other agencies, including agencies in other states, relevant to criminal prosecution and civil prosecutions and defenses, including but not limited to driving and motor vehicle information, personnel records, medical records, financial records, and records of prior arrests and convictions.
    - Collects and collates discovery for both civil and criminal cases (for review and approval by an attorney) by identifying information that may be missing from documentation already provided by an agency, department, or personnel, and communicating with the appropriate agency or person about that information, confirming other forms of media copies (e.g., photos, audio, video, surveillance, recordings) provided to the Office are complete and can be replayed, and marking each item in discovery for transmittal to the defense or other attorney, as appropriate, in a timely and accurate manner.
    - Drafts contracts, ordinances, other legal documents, correspondence, memoranda and reports from attorney's notes, brief instructions, recordings and printed materials.
    - Answers inquiries relating to department records, services and programs; receives complaints and informs the District Attorney as soon as possible and works to resolve every complaint.
    - Maintains as confidential the records of the District Attorney's Office and ensures the records remain secure according to State law or agency requirements.
    - Promptly serves (by mail, fax, email, or hand delivery) upon opposing counsel and others, paperwork that has been filed with a court or other appropriate authority or agency in a timely and proper manner.
    - Uses an available database of documents as a starting point, or independently prepares, drafts of documents as instructed.
    - Reviews finished materials prepared for signature for completeness, accuracy, format, compliance with applicable policies and procedures, and proper grammar prior to presenting it for final review and execution.
    - Organizes and accurately maintains other office files, including but not limited to chronological correspondence, civil, and other hearing files.
    - Receives and screens visitors and telephone calls to allow attorneys the opportunity to complete time sensitive tasks.
    - Retrieves the mail and other inter office documentation and distributes it to the appropriate persons and files.
    - Maintains familiarity with a variety of informational systems and what is required to retrieve items from those systems, including but not limited to case citations for judicial decisions, law citations and other codes, case histories, criminal histories, and warrants.
    - Performs other duties as assigned.
- Explain reimbursement allowances to witnesses and make witness travel arrangements, and prepare vouchers for witness reimbursement.
- Schedule training and required continuing education, make travel arrangements for office personnel; prepare claims for payment of employee travel expenses; maintain records of attendance; maintain copies of certificates and oaths.
- Supervise the process for closing out completed case files, including file retention and storage, and supervise the review of old cases for release of evidence.
- Process and maintain victims of crime applications and monitor expenditures.
- Assist the public and other departments or agencies in person and by phone, by answering inquiries relating to department records, services and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents.
- Coordinate the scheduling of all court cases, meetings, witness interviews, staff leave and training. Coordinate and calendar vacations, appointments, and staff meetings for the office.
- Delegate to law enforcement agencies the service of court documents and subpoenas and follow up in the event of a return of no service. Process and coordinate out-of-state witness procedure for other states as needed.

- Work with the Eureka County Sheriff's Office and the State Department of Public Safety to maintain certification and validation of criminal history requests. Monitor communication between staff and other departments, agencies, and parties to ensure accurate and allowed information is provided. Ensure staff consistently works to maintain confidential records of the District Attorney's Office and ensure the records are secure according to State law or other agency requirements.
- Compile and assemble information from files, records, and regulations in response to inquiries for general or specific technical information; prepares a variety of material including graphs, charts, reports, financial statements, resolutions, forms, and legal documents; composes correspondence.
- Enters and retrieves data and prepares periodic or special reports from computer systems; sets up or creates special formats, reports, spreadsheets, and databases using programmed software to meet departmental needs.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Knowledge of administrative techniques used in office management, data collection, and report writing; computer systems applications; department practices, procedures, services and regulations; civil legal procedures; office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; correct English usage, including spelling, grammar, and punctuation; business arithmetic.

Ability to work independently; plan and organize work; understand and apply rules, codes, regulations, and procedures; gather and summarize a variety of data and prepare appropriate reports; independently perform special and ongoing projects; supervise the work of clerical staff; operate standard office equipment including a word processor or computer terminal; develop, organize, and maintain accurate files and records; provide information both in person and on the telephone; type at a rate sufficient to perform assigned duties.

Experience and Training: *The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

At least three (3) years of responsible, varied clerical work experience that included independent interpretation and application of administrative or legal procedures and practices.

Special Requirements:

The successful candidate must be able to pass a criminal history background investigation prior to employment.

The successful candidate must be able to successfully complete the testing required to be able to access CJIS (Criminal Justice Information Services) information. The Successful candidate must be able to obtain their Notary Public Commission in no less than six (6) months from hiring date.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-

five (25) pounds, files, stacks of paper, reference, and other material. Moving from place to place within the office; some reaching for items above and below desk level.

WORKING CONDITIONS:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Deputy District Attorney	**Department:**	District Attorney's Office
Classification Range:	E20	**Reports To:**	District Attorney
		FLSA:	Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose: Under direction, prosecutes criminal cases; provides legal advice to County departments, commissions, boards, and special districts; litigates civil cases; provides legal services; and performs other work as assigned. A Deputy District Attorney is expected to exercise independent judgment in carrying out assignments. Direction is received from the District Attorney who reviews work by means of conferences or written directions, and analysis of objectives and results. The class differs from the Chief Deputy District Attorney only in that the latter is responsible for the office in the absence of the District Attorney.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Reviews law enforcement reports to determine charges to be filed; prepares complaints, affidavits, warrants, and summons; confers with law enforcement officers and witnesses; negotiates with defense attorneys; prepares motions and other pleadings for court; prepares cases and witnesses for court; appears in court; conducts hearings and trials; advises police and probation officers.
- Attends commission, board, or special district meetings as legal advisor; drafts ordinances, rules, regulations, policies, and by-laws; prepares and negotiates contracts; provides legal advice, opinions, and interpretations to County departments and local government agencies.
- Prepares legal documents; conducts discovery, negotiates, settles, and tries civil litigation cases.
- Provides advice and recommends disposition of civil cases; interviews clients and defendants; negotiates agreements and settlements.
- Interprets and applies laws, court decisions, and other legal authorities for use in preparation of cases, opinions, and briefs. Prepares pleadings and other legal documents in connection with trials, hearings, and other legal proceedings.
- Prepares written legal reports, opinions, briefs, and appeals.
- Advises law enforcement officers and others on criminal proceedings and procedures.
- Evaluates requests for the issuance of a criminal complaint; analyzes evidence presented, and determines whether or not complaints can be justified, or whether additional evidence is needed; authorizes criminal complaints.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: Graduation from Law School with a Juris Doctorate in Law and admitted to the State Bar of Nevada.

Required Knowledge and Skills:

- ***Knowledge of:*** Knowledge of the principles and practices of criminal law, trial procedures, and rules of evidence; legal research methods and judicial procedures; statutory and constitutional laws of the State of Nevada.

EUREKA
-COUNTY-

- ***Skills to:*** research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems; prepare and present statements of law, fact, and argument clearly, logically, and persuasively in written and oral form in a variety of legal matters; manage a legal caseload; provide legal advice to a variety of public officials.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- *Nevada Driver's License.*
- *Certificate of admission to the State Bar of Nevada and eligibility to practice law before the courts of the state of Nevada.*

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

- Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five (25) pounds such as files, stacks of paper, references, and other material. Moving from place to place within the office; some reaching for items above and below desk level.
- Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise.

Availability and transportation are required to attend meetings outside of normal business hours.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Legal Secretary	**Department:**	District Attorney
Classification Range:	I22	**Reports To:**	Paralegal
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose: Under general supervision of the Paralegal, provides a variety of specialized legal secretarial services for the office; assures all necessary documents are complete and filed with the appropriate court or agency within prescribed timeframes; and performs other work as assigned. Legal Secretary is the entry level class in this specialized secretarial series. Initially under supervision, incumbents learn Office, County and Department specific procedures. Upon becoming familiar with the operational requirements of the Eureka County District Attorney's Office, incumbents perform at a working level independently within guidelines and gain training and experience from which to make decisions, with the continued availability of supervision in non-routine circumstances.

Essential Functions: *The 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 skill.*

- Initiates civil and criminal case file openings and closings, and provides accurate input into the JustWare or Karpel software system regarding relevant case files. Reviews closed cases and drafts written authorization for releases of evidence.
- Maintains up to date files (with all paperwork placed in the appropriate file) and updates the case control record of each file in a timely and accurate manner.
- Works with court personnel, the personnel of other offices, and witnesses to schedule court hearings, including but not limited to preliminary hearings, arraignments, pre-trial motion hearings, trials, sentencing hearings, post judgment hearings, and meetings with the court or counsel.
- Notifies Office staff of all cases requiring attention as a result of an arrest, hearing setting, or other incident requiring some action in a specified timeframe, and follows up to help ensure the item requiring attention was dealt with in an appropriate manner.
- Prepares drafts of documentation for review and approval by an attorney in civil cases and criminal prosecutions, including but not limited to complaints, summons, warrants, stipulations, subpoenas (both in state and out of state), motions, orders, judgments, dismissals, plea agreements, legal briefs, and criminal informations.
- Prepares requests for documentation from other agencies, including agencies in other states, relevant to criminal prosecution and civil prosecutions and defenses, including but not limited to driving and motor vehicle information, personnel records, medical records, financial records, and records of prior arrests and convictions.
- Collects and collates discovery for both civil and criminal cases (for review and approval by an attorney) by identifying information that may be missing from documentation already provided by an agency, department, or personnel, and communicating with the appropriate agency or person about that information, confirming other forms of media copies (e.g., photos, audio, video, surveillance, recordings) provided to the Office are complete and can be replayed, and marking each item in discovery for transmittal to the defense or other attorney, as appropriate, in a timely and accurate manner.
- Drafts contracts, ordinances, other legal documents, correspondence, memoranda and reports from attorney's notes, brief instructions, recordings and printed materials.
- Answers inquiries relating to department records, services and programs; receives complaints and informs the supervisor and District Attorney as soon as possible and works to resolve every complaint.
- Maintains as confidential the records of the District Attorney's Office and ensures the records remain secure according to State law or agency requirements.
- Promptly serves (by mail, fax, email, or hand delivery) upon opposing counsel and others, paperwork that the Legal Secretary has filed with a court or other appropriate authority or agency in a timely and proper manner.

- Uses an available database of documents as a starting point, or independently prepares, drafts of documents as instructed.
- Reviews finished materials prepared for signature for completeness, accuracy, format, compliance with applicable policies and procedures, and proper spelling and grammar prior to presenting it for final review and execution.
- Organizes and accurately maintains other office files, including but not limited to chronological correspondence, civil, and other hearing files.
- Receives and screens visitors and telephone calls to allow attorneys the opportunity to complete time sensitive tasks.
- Retrieves the mail and other inter office documentation and distributes it to the appropriate persons and files.
- Maintains familiarity with a variety of informational systems and what is required to retrieve items from those systems, including but not limited to case citations for judicial decisions, law citations and other codes, case histories, criminal histories, and warrants.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Experience and Training: *The knowledge and ability listed may be acquired by any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- High School diploma/GED, AND completion of course work in legal terminology or legal office procedures from an accredited school or two (2) years of legal clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney, OR an equivalent combination of education, training and experience.

Special Requirements:

- The successful candidate must be able to pass a criminal history background investigation prior to employment.
- The candidate must be able to successfully complete the testing required to be able to access CJIS (Criminal Justice Information Services) information.
- The candidate must be able to obtain their Notary Public Commission in no less than nine (9) months from the hiring date.

Licenses:

- Valid Nevada Driver's license

Knowledge and Ability:

Knowledge of: legal office terminology, processes, procedures and the format for legal documents; knowledge of office administrative and secretarial practices and procedures, including filing deadlines, legal forms, business letter writing, and business arithmetic; record keeping principles and practices; laws and rules of ethics pertaining to confidentiality and security of information; the consistent application of correct business English, including spelling, grammar and punctuation; the use of computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; knowledge of the criminal justice system and civil legal process; filing procedures with all levels of the court; format for legal documents, correspondence and pleadings; techniques for dealing with the public, in person and over the telephone, often when relations may be confrontational or strained.

Ability to: recognize and set priorities in the processing of legal documents; ability to work within time constraints and meet deadlines; type legal forms, documents and correspondence; file documents and research information; establish and maintain an effective working relationship with others; communicate effectively both orally and in writing; ability to make accurate arithmetic calculations; establish, maintain and research office files; compose correspondence independently or from brief instructions; prepare clear and concise reports, correspondence and other written materials; establish and maintain effective working relationships with those routinely contacted in the course of the work.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference and other materials; strength, stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level. Mental ability to handle demands of workloads and to meet time sensitive deadlines.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Paralegal	**Department:**	District Attorney
Classification Range:	E13	**Reports To:**	District Attorney
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose: The Paralegal provides advanced legal, case management, administrative, and operational support to the Eureka County District Attorney's Office. This position works closely with the District Attorney, Deputy District Attorneys, investigators, law enforcement agencies, courts, victims and witnesses, Eureka County departments, and other justice-system partners.

The Paralegal is responsible for coordinating and maintaining legal case files; assisting attorneys with case preparation, discovery, legal research, document preparation, trial preparation, records management, and court-related activities; monitoring deadlines and case status; and ensuring that legal and administrative processes are completed accurately, timely, and in accordance with applicable Nevada law, court rules, office policies, and ethical requirements.

This position serves as a senior resource within the legal support team for Eureka County and provides day-to-day direction, training, workload coordination, and performance oversight for two positions: Legal Secretary and Administrative Legal Secretary.

The Paralegal exercises independent judgment in organizing work, identifying issues requiring attorney attention, coordinating competing priorities, and improving office processes. The position does not provide independent legal advice, represent clients in court, make prosecutorial decisions, or otherwise engage in the practice of law reserved to licensed attorneys.

Essential Functions: *The 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 skill.*

Legal and Case Support

- Provide advanced paralegal support to the District Attorney and Deputy District Attorneys in criminal and civil matters handled by the office.
- Organize, maintain, and monitor complex legal case files from initiation through disposition, appeal, or other final resolution.
- Review case materials for completeness, organization, consistency, and compliance with established office procedures.
- Prepare and organize pleadings, motions, notices, subpoenas, correspondence, exhibits, discovery materials, and other legal documents under attorney direction.
- Assist attorneys in preparing for hearings, trials, conferences, negotiations, depositions, and other legal proceedings.
- Prepare trial notebooks, exhibit lists, witness materials, chronologies, indexes, and other trial-support materials.
- Assist attorneys with case preparation by organizing factual information, identifying missing documentation, and bringing significant issues or deadlines to the attorney's attention.

- Conduct legal and factual research as assigned by attorneys and summarize findings in an organized and usable format.
- Assist with preparation and organization of legal memoranda, correspondence, case summaries, and other attorney work product.
- Prepare routine documents and forms for attorney review, approval, and signature.
- Coordinate the preparation and submission of documents to courts and other authorized entities as directed by attorneys.
- Track case activity, court dates, filing deadlines, discovery obligations, and other critical dates.

Discovery and Evidence Coordination

- Assist attorneys with the organization, review, tracking, and management of discovery materials.
- Coordinate receipt and distribution of discovery from law enforcement agencies, investigators, expert witnesses, and other sources.
- Maintain accurate discovery logs and case records.
- Assist in organizing digital and physical evidence and related documentation.
- Coordinate with law enforcement and investigative personnel regarding requested records and case materials under attorney direction.
- Identify missing, incomplete, duplicative, or potentially problematic case materials and promptly bring them to the appropriate attorney's attention.
- Maintain appropriate safeguards for confidential, privileged, sealed, protected, and sensitive information.
- Follow applicable requirements concerning disclosure, retention, preservation, and disposition of records and evidence.

Court and Litigation Support

- Coordinate attorney calendars and case schedules involving hearings, trials, conferences, meetings, and other proceedings.
- Monitor court calendars, notices, orders, and filing deadlines.
- Prepare hearing and trial materials under attorney direction.
- Coordinate exhibits, subpoenas, witness materials, and other courtroom documents.
- Assist attorneys with courtroom preparation and logistical coordination.
- Communicate with court personnel regarding administrative and procedural matters within the scope of the position.
- Maintain accurate records of court actions, dispositions, continuances, and other case developments.
- Assist with appellate case preparation and record organization when assigned.

Legal Research and Document Preparation

- Conduct statutory, regulatory, case law, court rule, and other legal research as assigned by attorneys.
- Locate and organize relevant legal authorities and factual information.
- Prepare research summaries and supporting materials for attorney review.
- Assist attorneys with drafting correspondence, pleadings, motions, memoranda, and other legal documents.
- Proofread and review documents for accuracy, formatting, citations, completeness, and consistency.
- Maintain current reference materials and legal resources used by the office.

Case Management and Office Systems

- Develop and maintain organized case-management systems and procedures.
- Monitor case assignments, deadlines, pending tasks, and case status.
- Establish and maintain standardized procedures for legal files and administrative records.
- Assist in developing and implementing systems that improve accuracy, efficiency, communication, and accountability within the office.
- Identify workflow issues and recommend practical improvements to the District Attorney or designated supervisor.
- Maintain accurate electronic and physical filing systems.
- Ensure appropriate naming, indexing, retention, archiving, and retrieval of records.
- Assist with transition and continuity of case files when attorneys or staff assignments change.
- Prepare reports, spreadsheets, case summaries, workload reports, and other management information as requested.

Victim, Witness, and Public Contact

- Communicate professionally and respectfully with victims, witnesses, defendants' representatives, attorneys, law enforcement personnel, court personnel, Eureka County employees, and members of the public.
- Provide procedural and administrative information within the scope of the position and established office policies.
- Coordinate appointments, meetings, interviews, and other communications as directed.
- Assist attorneys and designated staff with victim and witness coordination.
- Maintain appropriate confidentiality and professional boundaries when working with victims, witnesses, and members of the public.
- Recognize matters requiring attorney involvement and promptly refer legal questions or requests for legal advice to the appropriate attorney.

Supervision and Leadership

- The Paralegal directly supervises the Legal Secretary and the Administratie Legal Secretary
- Supervisory responsibilities include:
- Assign, prioritize, coordinate, and monitor daily work.
- Establish clear expectations regarding accuracy, timeliness, confidentiality, professionalism, and customer service.
- Train employees in office procedures, case-management systems, records requirements, and applicable administrative processes.
- Review work for quality, completeness, accuracy, and adherence to established procedures.
- Provide coaching, feedback, and day-to-day guidance.
- Monitor workload and redistribute assignments as necessary to meet office priorities and deadlines.
- Assist with onboarding and orientation of new employees.
- Identify training and professional-development needs.
- Address routine performance and workflow concerns and elevate significant issues to the appropriate supervisor.
- Participate in performance evaluations and disciplinary processes as authorized by Eureka County policy.

- Promote effective communication and collaboration among attorneys, investigators, legal support staff, and administrative personnel.
- Serve as a working supervisor who remains directly engaged in substantive paralegal responsibilities while overseeing the legal support function.

Confidentiality, Ethics, and Professional Responsibility

- Maintain strict confidentiality concerning criminal investigations, prosecutions, victims, witnesses, defendants, attorneys, Eureka County personnel, and other protected information.
- Safeguard attorney-client privileged information and attorney work product.
- Follow applicable Nevada Rules of Professional Conduct, Nevada Supreme Court rules, court rules, statutory requirements, Eureka County policies, and District Attorney's Office procedures.
- Understand and maintain appropriate boundaries between paralegal/legal support functions and the practice of law.
- Perform work under the direction and supervision of licensed attorneys.
- Refrain from providing independent legal advice or opinions to members of the public, victims, witnesses, defendants, or other parties.
- Refer legal questions, prosecutorial decisions, ethical questions, and matters requiring attorney judgment to the appropriate licensed attorney.
- Immediately report potential conflicts of interest, confidentiality concerns, records issues, or other significant legal or ethical concerns to the appropriate attorney or supervisor.

Interdepartmental and External Coordination

- Develop and maintain effective professional working relationships with:
- District Attorney and Deputy District Attorneys
- Eureka County Manager and Eureka County departments
- Eureka County Clerk and other Eureka County offices
- District Court and Justice Court personnel
- Law enforcement agencies
- Investigators
- Victim advocacy organizations
- Public Defender's Office
- Defense counsel and other attorneys
- State agencies
- Witnesses and other case participants
- Members of the public
- The position represents the District Attorney's Office in a professional, respectful, and service-oriented manner while maintaining appropriate legal and ethical boundaries.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Experience and Training: *The knowledge and ability listed may be acquired by any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Associate degree or paralegal certificate in Paralegal Studies, Legal Studies, Criminal Justice, Business Administration, Public Administration, or a closely related field from an accredited institution.
- A bachelor's degree in a related field is preferred.
- Equivalent education, training, and professional experience may be considered in accordance with Eureka County policy.
- Seven (7) years of progressively responsible paralegal or legal support experience, preferably including experience in a prosecuting attorney's office, government law office, court system, law firm, or other litigation environment.
- At least two (2) years of experience providing advanced legal or litigation support is preferred.
- Prior supervisory, lead, training, or workflow-management experience is preferred.
- Experience working with criminal prosecution, public-sector law, court proceedings, discovery, evidence, or law-enforcement records is highly desirable.

Special Requirements:

- The successful candidate must be able to pass a criminal history background investigation prior to employment.
- The candidate must be able to successfully complete the testing required to be able to access CJIS (Criminal Justice Information Services) information.

Licenses:

- Valid Nevada Driver's license

Knowledge and Ability:

Knowledge of:

Principles and practices of advanced paralegal work, legal terminology, procedures, and documentation. Criminal and civil litigation processes, court procedures and filing practices. Legal research methods and resources, case management and records-management principles. Discovery and evidence-management processes. Confidentiality, attorney-client privilege, and attorney work product. Applicable federal, Nevada, and local laws, regulations, court rules, and Eureka County policies relevant to assigned responsibilities. Office administration and supervisory practices. Electronic document-management and case-management systems.

Ability to:

Interpret and apply established laws, regulations, court rules, policies, and procedures. Conduct accurate legal and factual research. Organize and manage large volumes of complex information. Identify critical deadlines and competing priorities. Prepare accurate, professional, and legally appropriate documents under attorney direction. Exercise sound judgment regarding matters requiring attorney review. Maintain confidentiality in highly sensitive situations. Communicate effectively with attorneys, law enforcement, court personnel, Eureka County employees, victims, witnesses, and members of the public. Work independently while recognizing when consultation or direction is required. Supervise, train, coach, and evaluate support staff. Manage multiple cases and deadlines simultaneously. Remain calm, professional, and organized in a high-pressure environment. Establish effective systems and processes that improve office efficiency. Use discretion when handling confidential, privileged, protected, or sensitive information. Learn and effectively use legal research, document management, case management, electronic filing, and other technology systems.

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-COUNTY-

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference and other materials; strength, stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level. Mental ability to handle demands of workloads and to meet time sensitive deadlines.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Paralegal

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Hiring Freeze Waiver Justification

(Submit completed form to the Eureka County Budget Director)

The purpose of the Reduction in Labor Force Policy is to reduce the overall labor force of Eureka County when an employee leaves county employment. This helps the County preserve resources while limiting the financial impact on current employees. During this time, departments are tasked with evaluating the need for all open the position and determining what alternatives may be used instead of re-hiring for the position.

In submitting the justification to hire, a department needs to demonstrate the role of the position and the adverse impact the County will suffer if the position is not filled.

The purpose of the Attrition Policy is to ensure that only those positions critical to the County's ongoing operations are filled. Departments are to evaluate their structure and function and evaluate alternatives to re-filling the position. In submitting the justification to fill a vacant position, a department needs to demonstrate the role of the position in addressing a critical function.

Submissions that contain non-specific language (e.g. "the position is critical to the successful operation of the department" or "the department cannot function without this position") will be returned for additional information.

The justification must identify the specific population served by the position and the consequences of not effecting the requested action, to include how the functions would be fulfilled if the request were not approved.

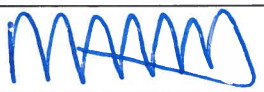
Once completed, forms should be submitted to the County Budget Director. Requests will be reviewed and considered by the Board of County Commissioners. The requesting Department Head or Elected Official will have an opportunity to meet with the Board of County Commissioners to address questions and elaborate on their request.

Requesting Department:	Eureka County District Attorney
Name/Title of Person Completing Justification:	Theodore Beutel, Esq., Eureka County District Attorney
Action Requested:	Check appropriate box: ☒ Hiring Freeze/Attrition Waiver ☐ Fill a Casual position ☐ Fill a regular full-time position ☐ Fill a regular part-time position If applicable, complete the following information: Position Title: Paralegal Incumbent:
Justification for the requested action and description of alternatives that have been evaluated (attach an additional sheet, if necessary):	This position will be promotion only. The DA's Office has evaluated with HR the current job descriptions and compared them to the duties the current Admin. Legal Secretary is completing and has determined a paralegal position is necessary. The DA's Office is not requesting an additional full time position.
What alternatives to immediate hiring have been considered and/or tried, and why do those alternatives not work (attach additional sheet, if necessary)?	The current duties of the Admin. Legal Secretary position do not fully encompass the current task load the individual is completing. This position will allow for promotion within the DA's Office. Adding this position will ensure paralegal work will not shift to attorneys; attorneys are compensated at a higher rate than paralegal staff. Doing the work of a paralegal takes attorneys away from charging decisions, trial preparation and court appearances.
Why is it critical to retain this position?	Without this position, the Office risks missing statutory and court-ordered filing and response deadlines; failing to meet defendants' speedy-trial rights, which can result in dismissal of criminal charges; missing discovery and Brady disclosure obligations, which exposes cases to exclusion of evidence, sanctions, continuances or reversal; failing to give crime victims the notifications and participation required under victims' rights laws; and diverting attorney time from prosecution and County legal advice to clerical and paralegal tasks. Each of these consequences falls directly on crime victims, law enforcement, the courts and the residents of Eureka County, and could create liability for the County.

NOTE: This Form must be filled out and submitted for the Board's consideration

Hiring Freeze Waiver Justification

(Submit completed form to the Eureka County Budget Director)

Why is it urgent to fill this position immediately?	The County has recently contracted with outside legal counsel to assist the DA's Office with criminal prosecutions. The paralegal position will be responsible for communication, file preparation, documentation preparation and coordination with that outside law firm.
Consequences of not effecting the requested action:	If this action is rejected paralegal duties would be absorbed by outside counsel or attorneys in house thus costing the County additional money to fulfill the duties the paralegal can complete.
Date: 11/4/2026	Signature of Requesting Department Head: 

-- Board of County Commissioners Use Only --	
Date received from Budget Director:	Board Meeting Date with Department Head:

Disposition:

☐ Approved ☐ Denied

☐ Approved with the following conditions: _____

_____

_____

☐ Other (describe): _____

_____

_____

NOTE: This Form must be filled out and submitted for the Board's consideration

Position Description

EUREKA
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Job Title:	Assistant Chief Information Officer	**FLSA Status:**	Exempt
Department:	Information Technology	**Classification Title:**	
Reports To:	Chief Information Officer	**Adopted/Revised:**	November 2026
Pay Grade:	E19	**Safety Sensitive:**	No

Summary of Job Purpose: Under the direction of the Chief Information Officer (CIO), the Assistant Chief Information Officer (Assistant CIO) supports the leadership, planning, and day-to-day management of the County's Information Technology Department. This role assists in translating strategic technology direction into operational execution, oversees assigned IT projects and programs, and helps to ensure the delivery of secure, reliable, and efficient technology services across County departments.

In a small-team environment, the Assistant CIO serves as the primary *operational manager of the Information Technology Department* and provides direct supervision and leadership for IT Professionals staff. The Assistant CIO is expected to maintain hands-on operational capability and may be required to directly perform, oversee, or assume responsibility for the full range of duties assigned to subordinate classifications to ensure continuity of IT services.

The Assistant CIO maintains a more hands-on role in systems administration and technical operations than the CIO, while also supporting team development, knowledge growth, and succession planning within the department.

Essential Functions: *The 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 skill.*

- Supports the Chief Information Officer by *providing analysis, recommendations, and operational insights related to departmental operations*, technology initiatives, and emerging issues. Assists in preparing information and materials that support executive leadership, informed decision-making, and Coordinates IT activities with County priorities and CIO direction.
- Responsible for direct supervision of IT Professional full-time and part-time staff, including performance management, work assignments, coaching, training, and coordination of daily staff schedules and operations. Leads professional growth and staff development initiatives, to promote accountability, and continuity of IT services.
- *Oversees the County's technology and digital communications program*, including social media, newsletters, and technology-related public information content. coordinates staff responsible for content creation; and serves as the primary liaison with external public relations and communications contractors.
- Serves as central *liaison between the County's departments, vendors, and internal and external stakeholders* to align technologies solutions with business needs and ensures clear communication throughout the project lifecycle. Leads and manages assigned technology projects, including planning, coordination, execution, and delivery. Collaborates with department heads and stakeholders to assess needs, recommend solutions, and support successful implementation of technology services.
- *Manages County messaging systems*, collaboration platforms, and business applications ensuring secure and reliable operation and alignment with operational requirements.
- *Coordinates the implementation* of enterprise applications, infrastructure upgrades, cybersecurity initiatives, and audio/visual technologies.

- *Supports the Human Resources department's pre and post implementations of HRIS operations, system integrations, enhancements, data integrity, HR applications access and administration, and user adoption across HR technologies. In this capacity, provides assistance to HR department with analytics and reporting insights to leadership, and serves as a backup resource to Human Resources for HRIS transactions and technical support.*
- *Manages Public Safety Technology (SO, Dispatch, and EMS)*
- *Performs advanced systems administration duties*, including server, network, cloud, identity, security, and core application administration, and serves as the primary technical escalation point for complex or sensitive operational issues.
- Develop, implement, and test the County's Business Continuity Disaster Recovery (BCDR) plan, and Incident Response plan; assess critical system dependencies and recovery priorities, coordinate incident containment and system restoration, conduct recovery exercises, and implement improvements.
- *Supports the department's recruitment, onboarding, training, and performance management*, and assists with corrective or disciplinary actions as delegated.
- *Supports the County's cybersecurity program* by assisting in the development, implementation, and continuous improvement of security controls, monitoring risks, and coordinating mitigation efforts in alignment with industry best practices and regulatory requirements. Escalates risks and recommendations to the CIO as appropriate.
- Oversees the administration and maintenance of the County website, providing technical guidance and direction to IT staff responsible for website operations and support.
- *Assists with departmental budgeting and financial management,* including supporting budget development, tracking project costs, and identifying opportunities to improve efficiency and compliance.
- *Assists in the development and maintenance of IT policies,* standards, and procedures to ensure secure, effective, and consistent use of technology resources. Maintains working knowledge of emerging technologies and evaluates opportunities to improve infrastructure, applications, and service delivery.
- Identifies operational risks and improvement opportunities and coordinates corrective actions under CIO direction.
- *Prepares and presents departmental updates, reports, and briefings to County leadership* and the Board of County Commissioners in conjunction with, and as directed by, the Chief Information Officer.
- Participates in professional meetings, training, and industry events to remain informed on emerging trends, technologies, and best practices, applying relevant knowledge to improve County technology operations and support continuous improvement.
- Provides complex technical support and serves as an escalation point for advanced troubleshooting; delivers technical guidance and direct assistance to end-users and IT Professional staff; oversees the resolution of technical issues to minimize operational disruptions; and ensures solutions are documented and knowledge is shared to improve future support efforts.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience: Possession of a Bachelor's degree in Information Technology, Information Systems, Cybersecurity, or a closely related field; and a minimum of seven (7) years of professional experience, of which at least four (4) years must be progressively responsible experience in information technology operations, infrastructure, or security, and up to three (3) years may be in a supervisory, project management, administrative,

human resources, finance, or business operations role that supports organizational governance, policy development, budgeting, or enterprise systems; or an equivalent combination of education, training, and experience.

Special Requirements:

Possession of a valid Nevada driver's license.
Must be able to pass a criminal background check.
Ability to work remotely as needed, including outside of scheduled work hours, based on departmental needs and at the direction of the CIO.

Required Knowledge and Skills:

- ***Knowledge of:*** Knowledge of the principles, practices, and tools used in the design, implementation, and operation of enterprise technology systems, including networks, servers, cloud services, business applications, and collaboration platforms. Demonstrates working knowledge of cybersecurity fundamentals, including risk assessment, security controls, incident response concepts, and regulatory or compliance considerations relevant to public sector environments. Possesses a solid understanding of the operational characteristics, capabilities, and limitations of hardware, software, and network systems, including voice and data transmission technologies. Applies knowledge of administrative and management principles related to project coordination, operational planning, performance monitoring, and staff supervision. Maintains familiarity with applicable laws, regulations, and standards governing technology use, data protection, and public-sector operations. Demonstrates an understanding of budget tracking, cost control, and vendor management within a government or enterprise IT environment, along with advanced knowledge of systems administration across server, network, identity, security, and cloud-based platforms, and the ability to balance hands-on technical work with leadership and operational oversight.
  Skills in: Planning, coordinating, and overseeing technology projects and operational initiatives under executive direction; supervising staff and leading technical teams through task assignment, performance feedback, mentoring, and training; translating business and operational needs into practical, secure technology solutions; identifying operational risks and issues, developing recommendations, and escalating matters appropriately to executive leadership; communicating technical concepts clearly to both technical and non-technical stakeholders; building effective working relationships with internal departments, vendors, and service providers to support organizational goals; and performing advanced technical administration and troubleshooting while leading staff, developing talent, and communicating complex technical concepts to non-technical stakeholders.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- One of the following (or equivalent) is mandatory:
  - Certified Information Systems Security Professional (CISSP) Certification
  - Certified Information Security Manager (CISM)
  - CompTIA Security+
  - GIAC security or infrastructure certification
- Successfully complete the Essential Management Skills and Advanced Essential Management Skills classes through Pool/Pact within twenty-four (24) months.

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Physical/Mental Demands & Working Environment: *The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

The physical and mental requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. The Assistant CIO primarily works in an office environment and performs a combination of administrative, managerial, and technical duties. The role requires the ability to sit for extended periods, use computers and standard office equipment, and communicate effectively in person and electronically.

In a small-team environment, the Assistant CIO may occasionally be required to perform hands-on technical tasks in support of department operations or continuity of services. These tasks may include bending, reaching, lifting or moving equipment weighing up to 50 pounds, and accessing confined or equipment spaces such as server or telecommunications rooms. The position requires sustained attention to detail, the ability to manage multiple priorities and deadlines, and the capacity to respond effectively to interruptions, emergencies, and time-sensitive issues.

The work environment is generally office-based but may involve limited exposure to dust, noise, fumes, or varying temperatures when working in equipment rooms or field locations. Occasional travel within and outside the county may be required, and the position may be performed remotely as operational needs allow and at the direction of the Chief Information Officer. The position also requires availability outside of normal business hours, including evenings and weekends, as needed to respond to emergencies, system outages, security incidents, or other critical operational needs.

This position description indicates, in general, the nature and level of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not intended to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the position. Incumbents may be assigned additional duties as required.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Position Description

EUREKA
-COUNTY-

Job Title:	Chief Information Officer	**FLSA:**	Exempt
Department:	Information Technology	**Classification Title:**	Appointed/At-Will E19
Reports To:	Board of County Commissioners	**Adopted/Revised:**	November 2026
		Safety Sensitive:	No

Summary of Job Purpose: Under the general direction of the Board of Commissioners, the Chief Information Officer (CIO) provides strategic leadership and technical oversight for the County's Information Technology Department. This role is responsible for managing departmental operations, leading technology planning and implementation, overseeing cybersecurity and infrastructure management, and advising County leadership on technology initiatives. The CIO leads the delivery of secure, reliable, and efficient technology services that keep County operations and public services running smoothly, while building a strong, collaborative team that works toward the County's goals.

Essential Functions: *The 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 that those contained in this document and may be required to have specific job-related knowledge and skill.*

- Provides strategic guidance to the Board of County Commissioners on departmental operations, technology initiatives, and emerging issues, delivering insights and recommendations that support informed decision-making and long-term planning.
- Directs the programs and activities of the Information Technology Department by developing, evaluating, and implementing departmental goals, objectives, policies, and procedures. Reviews goals and objectives with other department heads and ensures that department activities align with County priorities.
- Manages and oversees the activities of assigned staff, including coordinating, prioritizing, and assigning tasks and projects; monitoring and reviewing work progress; leading recruitment, onboarding, and training efforts; administering disciplinary actions when necessary; conducting performance and evaluations. Provides strategic leadership for department personnel, driving issue resolution, talent development, engagement, and operational excellence to build a high-performing team.
- Oversees the development, implementation, and improvement of cybersecurity measures to protect the integrity, confidentiality, and availability of the County's data, systems, and technology infrastructure. Leads efforts to proactively identify, assess, and mitigate cybersecurity risks in alignment with best practices and regulatory requirements, supporting the County's operational continuity and public trust.
- Oversees departmental budgeting and expenditure authorization; develops financial strategies and alternatives to optimize project outcomes; and drives enhancements to existing policies to strengthen operational efficiency and compliance.
- Leads the strategic direction, prioritization and planning of County-wide technology projects and initiatives. Consults and collaborates with department heads to address organizational needs, identify alternative strategies, and assist in the implementation of technology solutions.

- Develops and maintains IT policies and standards to guide the secure and effective use of technology resources, ensuring alignment with industry best practices and supporting the County's operational and security goals. Maintains expertise in emerging technologies, and identifies opportunities to strengthen network, telecommunications, business applications, and overall service delivery for users.
- Oversees the administration, maintenance, and optimization of the County's server and network infrastructure to ensure high availability, security, and performance, while proactively identifying opportunities for infrastructure improvement and risk mitigation.
- Manages County messaging systems, collaboration platforms, and business applications, ensuring secure, efficient communication and aligning technology solutions with operational goals.
- Attends and participates in professional group meetings, conferences, and industry events to stay informed on emerging trends, technologies, and best practices, applying new knowledge to support continuous improvement and innovation within the County's technology operations.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience: Possession of a Bachelor's degree in Information Technology or a closely related field, with a Master's degree preferred; and a minimum of ten (10) years of progressively responsible experience in information technology operations and security; or an equivalent combination of education, training, and experience.

Required Knowledge and Skills:

- ***Knowledge of:*** Extensive knowledge in the planning, design, implementation, and maintenance of technology solutions within public agency environments. Demonstrates a deep understanding of the operational characteristics, capabilities, and limitations of a wide range of hardware, software, and network systems, including voice and data transmission technologies. Applies advanced knowledge of administrative principles and practices, including strategic goal setting, program development, performance evaluation, and employee management. Skilled in building and sustaining high-performing teams while promoting a collaborative and motivated work environment. Maintains familiarity with laws, codes, and regulations governing public sector technology operations. Possesses a strong foundation in budget development and administration.
- ***Skills in:*** Demonstrated ability in planning, directing, and evaluating staff performance, while promoting continuous professional development through various training initiatives. Skilled at motivating individuals and building teams focused on achieving strategic objectives and delivering e public service in a cost-effective and efficient manner. Leads the planning, organization, and administration of comprehensive information systems and technology management programs, with a focus on innovation, security, and operational excellence. Builds and maintains strong internal and external partnerships, consistently promoting collaboration and shared success in support of the County's mission and technology goals.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Certified Information Systems Security Professional (CISSP) Certification
- Successfully complete the Essential Management Skills and Advanced Essential Management Skills classes through Pool/Pact within twenty-four (24) months.

Physical/Mental Demands & Working Environment: *The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The role also requires regular use of digital collaboration tools and the ability to operate in a flexible work setting to support technology operations and organizational objectives.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	I.T. Professional Trainee I - Casual	**Department:**	Information Technology
Classification Range:	I.T. Professional Trainee I - Casual Salary Range E04	**Reports To:**	
Assistant CIO		**FLSA:**	Non-Except
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	November 2026

Summary of Job Purpose: Under the supervision of the Assistant CIO, the I.T. Professional Trainee I – Casual serves as the first line of client communication and provides support to end users and departments across Eureka County. These positions offer a progressive learning path designed to build technical expertise from foundational IT support and administrative tasks at the Trainee I level. This level requires strong communication skills, professionalism, and the ability to maintain strict confidentiality in all aspects of job duties. This career development track prepares individuals for full professional roles within the County's IT department by combining hands-on experience, training, and exposure to a broad range of IT functions.

Essential Functions: *The 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 require specific job-related knowledge and skill.*

I.T. Professional Trainee I - Casual*:* Under the supervision of the **Assistant CIO**, IT Professional Trainee I – Casual provides basic IT support to end users and departments of Eureka County. This position focuses on foundational training and basic IT tasks to build a solid base for future IT roles.

- Perform administrative duties and assigned tasks including reports, time keeping and documentation.
- Assist with setting up workstations and troubleshooting basic hardware and software issues.
- Assist in the setup, configuration, and troubleshooting of printers.
- Provide support for basic IT operations, including user account management and routine maintenance tasks.
- Learn and apply fundamental IT, security, and networking concepts in addition to best practices.
- Enter contracts into Ironclad and review contract properties for accuracy and completeness.
- Document technical problems and solutions, maintaining detailed notes and reports.
- Escalate issues that require advanced troubleshooting to higher-level IT staff.
- Troubleshoot audiovisual (A/V) equipment and provide basic A/V conference room setups.
- Maintain filing systems, project folders, and project organization, ensuring compliance with record retention guidelines.
- Organize and manage projects using an online project management system.
- Provide in person assistance and/or remote troubleshooting.
- Assist with processing vouchers and handling basic billing tasks to support departmental operations.
- Serve as a point of contact for vendors on-site, coordinating and facilitating their access to ensure smooth operations.
- Perform security administration tasks such as resetting passwords and assisting with lockouts.
- Coordinate with stakeholders to gather information and updates for social media content and newsletter publications.
- Provide support to users experiencing issues with computers, network devices, or peripherals.

- Assist new hires by reviewing training materials, demonstrating the support ticket process, and guiding them through logging into their workstations and essential systems.
- Maintain the ticket platform to ensure tickets are updated and resolved promptly.
- Assist with fulfilling records requests by gathering relevant data and ensuring timely delivery.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education and Experience:

I.T. Professional Trainee I - Casual:

High school diploma or equivalent; must be at least 18 years of age. One (1) year of administrative AND/OR professional level experience in Information Technology administration AND/OR administrative assistance is preferred.

Special Requirements:

Possession of a valid Nevada driver's license.
Must be able to pass a criminal background check.

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Required Knowledge and Skills:

Knowledge of:

IT Professional Trainee I - Casual: This position does not require any previous knowledge or experience with computers. Professional Trainees should possess strong communication skills, a solid work ethic, and a willingness to learn and adapt to new challenges.

Skills:

IT Professional Trainee I - Casual: Communicating effectively, both orally and in writing~~,~~; demonstrating a strong work ethic, reliability, and willingness to learn new technologies and procedures; working collaboratively as part of a team to support department operations; adapting to changing priorities, assignments, and technical challenges; performing basic arithmetic;~~-~~applying proper grammar and punctuation in written communications; following instructions, maintaining organized records, completing assigned tasks accurately and efficiently; and developing foundational technical skills through training and hands-on experience.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

The IT Professional Trainee I – Casual role requires the ability to perform a variety of physical and mental tasks, including prolonged periods of sitting, computer use, and occasional lifting or moving of equipment up to 50 pounds. Duties may involve crawling, bending, and reaching to install or troubleshoot hardware in tight spaces. The position requires attention to detail, and the ability to manage multiple priorities, deadlines, and unexpected issues. The work environment is generally clean and office-based but may involve some exposure to dust, odors, fumes, noise, or varying temperatures, particularly when working in server or equipment rooms. Employees must be prepared for frequent interruptions from calls, office visitors, and unplanned events, as well as periodic contact with angry or upset individuals. Occasional travel by automobile within and outside the county may be required. The position may also require extended shifts or being called back in emergencies.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the Incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the Incumbent. The Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

□ I.T. Professional Trainee I - Casual

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	I.T. Professional Trainee I, II, and III	**Department:**	Information Technology
Classification Range:	I.T. Professional Trainee I, Salary Range E09	**Reports To:**	
Assistant CIO	I.T. Professional Trainee II, Salary Range E10 I.T. Professional Trainee III, Salary Range E11	**FLSA:**	Non-Except
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	November, 2026

Summary of Job Purpose: Under the supervision of the Assistant CIO, the IT Professional Trainees I, II, and III serve as the first line of client communication and provide support to end users and departments across Eureka County. These positions offer a progressive learning path designed to build technical expertise from foundational IT support and administrative tasks at the Trainee I level, to intermediate system administration and project assistance at the Trainee II level, and culminating in advanced IT responsibilities and security support at the Trainee III level. Trainees assist with workstation setup, system maintenance, user support, VoIP and network troubleshooting, account and email management, and digital communications. As they advance, Trainees take on greater responsibilities in IT systems management, complex project support, mentoring junior staff, and supporting security and infrastructure initiatives. These roles also play a key part in managing the County's social media presence, including content creation, stakeholder coordination, and engagement monitoring. All levels require strong communication skills, professionalism, and the ability to maintain strict confidentiality in all aspects of job duties. This career development track prepares individuals for full professional roles within the County's IT department by combining hands-on experience, training, and exposure to a broad range of IT functions.

Essential Functions: *The 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 require specific job-related knowledge and skill.*

I.T. Professional Trainee I*:* Under the supervision of the Assistant CIO, the IT Professional Trainee I provides basic IT support to end users and departments of Eureka County. This position focuses on foundational training and basic IT tasks to build a solid base for future IT roles.

- Perform administrative duties and assigned tasks including reports, time keeping and documentation.
- Assist with setting up workstations and troubleshooting basic hardware and software issues.
- Assist in the setup, configuration, and troubleshooting of printers.
- Provide support for basic IT operations, including user account management and routine maintenance tasks.
- Enter contracts into Ironclad and review contract properties for accuracy and completeness.

- Learn and apply fundamental IT, security, and networking concepts in addition to best practices.
- Document technical problems and solutions, maintaining detailed notes and reports.
- Escalate issues that require advanced troubleshooting to higher-level IT staff.
- Troubleshoot audiovisual (A/V) equipment and provide basic A/V conference room setups.
- Maintain filing systems, project folders, and project organization, ensuring compliance with record retention guidelines.
- Organize and manage projects using an online project management system.
- Provide in person assistance and/or remote troubleshooting.
- Assist with processing vouchers and handling basic billing tasks to support departmental operations.
- Assists with the maintenance and updating of the County website, including posting content, making revisions, troubleshooting basic issues, and supporting website functionality and accessibility. Coordinates with County departments to ensure website content is accurate, current, and properly maintained under the direction of senior IT staff.
- Serve as a point of contact for vendors on-site, coordinating and facilitating their access to ensure smooth operations.
- Perform security administration tasks such as resetting passwords and assisting with lockouts.
- Coordinate with stakeholders to gather information and updates for social media content and newsletter publications.
- Provide support to users experiencing issues with computers, network devices, or peripherals.
- Assist new hires by reviewing training materials, demonstrating the support ticket process, and guiding them through logging into their workstations and essential systems.
- Maintain the ticket platform to ensure tickets are updated and resolved promptly.
- Assist with fulfilling records requests by gathering relevant data and ensuring timely delivery.

I.T. Professional Trainee II: IT Professional Trainee II builds on the foundational skills acquired in IT Professional Trainee I, performing intermediate IT tasks and minor project management under supervision. This position is designed to further develop technical skills and knowledge.

- Perform intermediate IT tasks, including network troubleshooting and basic system administration.
- Support IT projects by assisting with planning and execution.
- Provide more advanced user support, including resolving software and connectivity issues.
- Document and report on technical problems and solutions, providing updates to the IT Professional I.
- Deliver individual and/or group training sessions to department staff on specialized hardware and software usage.
- Create technical guides and provide training for end users to improve system usability and understanding.

- Collaborate with the PR company and help to write, produce, and edit press releases and internal and external communications, coordinating with department heads, elected officials, and county employees.
- Administer system accounts by updating and maintaining usernames, logins, passwords, access permissions, shared directories, and assigned systems; manage and configure county directory services and system policies.
- Maintain user accounts within the County's email system; analyze and resolve issues related to licensing, storage limits, email delivery, and access; identify and report problems involving viruses, spam, malware, unauthorized use, and potential email fraud.
- Support the County's Business Continuity, Disaster Recovery (BCDR) plan, and Incident Response programs by maintaining documentation, assisting with testing and drills, and ensuring IT systems align with recovery and response protocols.
- Manage and support the County's VoIP phone systems, including configuring user accounts, assigning extensions, troubleshooting call quality issues, and coordinating with vendors for maintenance or upgrades.

I.T. Professional Trainee III: IT Professional Trainee III handles advanced IT tasks and supports complex projects under the supervision of higher-level IT professionals or the Assistant CIO. This position prepares individuals for full IT Professional roles.

- Manage advanced IT tasks, including network management, security monitoring, and system maintenance.
- Manage patching of servers; research, test and identify compatibility problems with existing software of latest patches when they are released.
- Coordinate with vendors to implement the installation of software and equipment.
- Identify and assess issues to determine the appropriate course of action, resolving problems directly when possible or referring them to the appropriate resource.
- Support complex IT projects, from planning to implementation.
- Provide comprehensive IT support and training to end users, resolving advanced technical issues.
- Develop and document IT procedures and best practices.
- Assist in training lower-level IT staff and end users.
- Research and recommend improvements to current IT processes and tools.
- Gain foundational knowledge in information security concepts and practices, including vulnerability management, threat intelligence, access controls, incident response, business continuity, disaster recovery, and the development of security policy and standards.
- Fully manage records requests by coordinating data retrieval, ensuring compliance with applicable laws, and delivering accurate information to requesting parties.
- Take on increased responsibilities for managing social media platforms, including content creation, scheduling, engagement, and monitoring analytics to enhance online presence.
- Serve as a liaison between vendors, county staff, departmental representatives, internal divisions, and external agencies to enhance communications and ensure the timely completion of projects.
- Manage electronic security systems such as network connected cameras and door controllers to help protect county employees and assets..

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education and Experience:

I.T. Professional Trainee I:

High school diploma or equivalent; must be at least 18 years of age. One (1) year of administrative AND/OR professional level experience in Information Technology administration AND/OR administrative assistance is preferred.

I.T. Professional Trainee II:

High School diploma or equivalent, and at least two (2) years of responsible, professional level experience in Information Technology; OR one (1) year of experience as a I.T. Professional Trainee I with Eureka County; OR an equivalent combination of education and experience.

I.T. Professional Trainee III:

High School diploma or equivalent, and at least three (3) years of responsible, professional level experience in Information Technology; OR one (1) year of experience as a I.T. Professional Trainee II with Eureka County, along with a CompTIA Secure Infrastructure Specialist (CSIS) certification AND a Microsoft Certified: Modern Desktop Administrator Associate certification; OR an Associate's degree in Computer Science, Business Administration, or a related field and one (1) year of relevant experience; OR an equivalent combination of education and experience will be considered.

Special Requirements:

Possession of a valid Nevada driver's license.
Must be able to pass a criminal background check.
Ability to work remotely as needed, including outside of scheduled work hours, based on departmental needs and at the direction of the Assistant CIO.

Required Knowledge and Skills:

Knowledge of:

IT Professional Trainee I: This position does not require any previous knowledge or experience with computers. Professional Trainees should possess strong communication skills, a solid work ethic, and a willingness to learn and adapt to new challenges.

IT Professional Trainee II: Building on the basic understanding gained in IT Professional Trainee I, IT Professional Trainee II requires intermediate knowledge of network administration, system maintenance, and IT project support. Technicians should be familiar with IT concepts and possess problem-solving abilities, enabling them to handle more complex tasks and support IT projects.

IT Professional Trainee III: IT Professional Trainee III requires advanced knowledge in areas such as network management, security monitoring, and system optimization. Technicians should have strong analytical skills and the ability to support complex IT projects. They should be adept at troubleshooting and resolving advanced technical issues and capable of working independently and as part of a team.

Skills:

IT Professional Trainee I: Communicating effectively, both orally and in writing ; demonstrating a strong work ethic, reliability, and willingness to learn new technologies and procedures; working collaboratively as part of a team to support department operations; adapting to changing priorities, assignments, and technical challenges; performing basic arithmetic; applying proper grammar and punctuation in written communications; following instructions, maintaining organized records, completing assigned tasks accurately and efficiently; and developing foundational technical skills through training and hands-on experience.

IT Professional Trainee II: Applying intermediate problem-solving techniques to identify, analyze, and resolve routine technical issues; assisting with network administration, system configuration, software installation, and maintenance activities; supporting assigned IT projects through task completion, coordination, and progress reporting; documenting technical issues, troubleshooting steps, and resolutions accurately and consistently; communicating technical information clearly; prioritizing assigned responsibilities and managing time effectively; and performing increasingly complex technical tasks with appropriate guidance and oversight.

IT Professional Trainee III: Analyzing, troubleshooting, and resolving complex technical problems involving systems, networks, applications, and related infrastructure; performing network administration, security monitoring, system maintenance; coordinating and supporting IT projects, including planning technical activities, monitoring progress, and documenting outcomes; evaluating technical issues, identifying potential solutions, and implementing appropriate corrective actions; communicating technical findings and recommendations effectively to technical and non-technical personnel; working independently with minimal supervision while exercising sound judgment and recognizing when escalation is appropriate; and supporting department operations through advanced technical problem-solving, collaboration, and continuous improvement.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

The IT Professional Trainee I, II, and III role requires the ability to perform a variety of physical

and mental tasks, including prolonged periods of sitting, computer use, and occasional lifting or moving of equipment up to 50 pounds. Duties may involve crawling, bending, and reaching to install or troubleshoot hardware in tight spaces. The position requires attention to detail, and the ability to manage multiple priorities, deadlines, and unexpected issues. The work environment is generally clean and office-based but may involve some exposure to dust, odors, fumes, noise, or varying temperatures, particularly when working in server or equipment rooms. Employees must be prepared for frequent interruptions from calls, office visitors, and unplanned events, as well as periodic contact with angry or upset individuals. Occasional travel by automobile within and outside the county may be required. The position may also require extended shifts or being called back in emergencies.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the Incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the Incumbent. The Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

□ I.T. Professional Trainee I

□ I.T. Professional Trainee II

□ I.T. Professional Trainee III

Department Head/Supervisor: _____Date:_____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Justice Court Administrator	**Department:**	Justice Court
Classification Range:	E13	**Reports To:**	Justice of the Peace
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	Six (6) Months
		Adopted/Revised:	

Summary of Job Purpose: Under the general supervision of the Justice of the Peace, the Justice Court Administrator plans, manages, and oversees the activities, operations, systems, and business functions necessary for the effective functioning of the Court; performs clerk duties involving the legal processing of documents related to criminal prosecutions and civil and traffic proceedings within the Court's jurisdiction, while supervising the Court's deputy clerks; implements the Justice of the Peace's vision for the Court by carrying out judicial policy decisions and reinforcing the expectation of ethical conduct, professionalism, and efficient court administration; directs the fiscal management of court funds, including budget development and administration, and oversees the Court's financial operations and compliance with Nevada Supreme Court reporting and accounting standards.

Essential Functions: *The 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 skill.*

- Manages daily Court operations, coordinating workflow, case processing, calendaring, courtroom support, records management, and other administrative services necessary for the effective operation of the Justice Court.
- Supervises and manages Justice Court personnel, including participating in staff selection; providing training and direction to staff; assigning and reviewing work; evaluating performance; addressing employee concerns and performance issues; and recommending or taking personnel actions within the scope of assigned authority.
- Travels to Crescent Valley, Nevada, to provide courtroom support or administrative services, as needed, for the Court's Beowawe Department; travels to handle routine errands for the Court.
- Prepares and provides supervision of other clerks in the processing of forms and documents; oversees the accuracy and maintenance of court records, including case files, dockets, and calendaring; provides for the secure storage of court records and appropriate access to them.
- Manages the Court's financial and accounting activities and oversees the accuracy of financial transactions and records maintained by other clerks; maintains the Court's financial records and prepares and submits monthly financial reports; coordinates court audits by compiling and providing requested information and preparing management responses to audit findings or recommendations.
- Serves as the Court's primary administrative resource for implementing and monitoring compliance with the Nevada Supreme Court's Minimum Accounting Standards (MAS); maintains and updates the Court's written MAS procedures to reflect current standards and applicable audit findings or recommendations; submits MAS procedures to the AOC Audit Unit every two years; provides training and assistance to court clerks on accounting procedures and financial controls; implements required corrective changes relating to MAS compliance.
- Serves as the Single Point of Contact (SPOC) with Nevada POST; is accountable for maintaining accurate agency and officer information in POST's systems, submitting required forms and applications, updating employment and training data for the Justice Court Bailiff/Supervision Officer, and responding to POST inquiries, ensuring compliance with POST standards, audits, and training requirements.

- Answers inquiries, provides information, and resolves complaints from the public or employees regarding assigned functions and activities, which often require the use of judgment and the interpretation of policies, rules, and procedures.
- Gathers information from Court records and communications with other offices and agencies; prepares periodic and special reports.
- Provides administrative support to the Justice of the Peace; compiles and assembles information from Court records and other sources; prepares periodic and special reports and other materials requested by the Justice of the Peace; confers with the Justice of the Peace in developing and implementing procedures, goals, policies, and work standards that ensure compliance with State law and Court and County policies and procedures.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training, and experience.* Bachelor

- Bachelor's degree in a related field and four (4) years of full-time administrative or managerial experience, two (2) of which have been in a legal or court-related setting and one (1) of which was in a lead or supervisory capacity. Equivalent combination of formal education and appropriate related experience may be considered.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Must take and complete within 18 months of hire Essential Management Training.
- Must maintain CJIS certification

Required Knowledge and Skills:
Knowledge of: human resource practices; office management and administration procedures; mid-level accounting practices; legal-office practices and procedures, court services, and regulations; office practices and procedures, including filing and the operation of standard office equipment; record-keeping principles and practices; legal terminology; correct English usage, including spelling, grammar, and punctuation; business arithmetic; use of computer applications related to job duties, including word processing, data entry and /or standard report generation.
Skills in: supervise employees; manage and administer a small office; calculate and reconcile financial reports; understand and apply specific rules, codes, regulations, and procedures; perform detailed office support work; organize and maintain accurate files and records; provide factual information both in person and on the telephone; communicate and maintain working relationships with court personnel and with those having business with the court; operate standard office equipment; accurately type at a rate sufficient to perform assigned duties.

Special Requirements:

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, dexterity, coordination, and vision to use a keyboard and video display terminal for extended periods. Dexterity and coordination to handle files and individual sheets of paper. Strength, stamina, and coordination to occasionally lift items weighing up to twenty-five (25) pounds, including files, stacks of paper, reference materials, and other materials. Ability to move around the office; hear court proceedings and take minutes; and sit for extended periods while performing courtroom tasks or traveling to another court department. Occasional reaching for items above and below desk level, and standing for long periods. Ability to manage stress appropriately and interact with others, including supervisors, coworkers, clients, customers, and, periodically, angry or upset individuals. Ability to manage frequent interruptions to planned work activities from telephone calls, office visitors, and unexpected events. Generally, clean work environment with limited exposure to dust, fumes, odors, or noise.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Justice Court Deputy Clerk	**Department:**	Justice Court
Classification Range:	E08	**Reports To:**	Justice Court Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 months
		Adopted/Revised:	

Summary of Job Purpose:

The Justice Court Deputy Clerk provides administrative, clerical, and courtroom support to the Justice Court to ensure the efficient processing of legal documents, case management, and court operations. This role involves interacting with the public, attorneys, and other agencies to deliver accurate information regarding court procedures, policies, and case statuses. The position requires maintaining confidentiality, adherence to legal protocols, and a high level of professionalism while performing duties such as preparing court dockets, managing records, and assisting in courtroom proceedings. The Justice Court Deputy Clerk works under the general supervision of the Justice Court Manager.

Essential Functions:

The 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 skill.

- Assist the public and other departments or agencies in person, by phone, and by computer; receive and file court documents, answer inquiries regarding court procedures, and provide the public with court documents and forms; explain the use and completion of forms and documents without giving legal advice.
- Schedule all criminal and civil court hearings; maintain and process all documents for each court case; arrange for bailiff services; schedule court reporter for preliminary hearings when necessary; schedule court interpreters for court hearings, as needed.
- Operate court audiovisual recording technology equipment during court proceedings; maintain a docket for all cases that come before the court and keep notes in the court's case management system during court proceedings; ensure completion of necessary paperwork after court hearings.
- Utilize the court's case management system to input data as outlined in the Nevada Courts Statistical Reporting Dictionary and maintain all case files as required by public records laws; complete records requests and provide results to requesting agencies; work with local and state agencies to distribute and receive documents, prepare periodic or special reports, and submit data necessary to comply with all court reporting requirements.
- Receive and keep records of payments to the court; perform duties needed for credit card entry; arrange payment agreements with parties as directed by the court; distribute fees received; reconcile cash with records and make deposits of money received in a manner consistent with Minimum Accounting Standards. As directed by the court manager, perform financial duties associated with end-of-the-month procedures, including sending necessary paperwork to other agencies, and

completing reconciliations to ensure all accounts are balanced and all bonds are processed correctly.

- Travel to conduct assigned court clerk duties as required for court hearings being held at the Beowawe Department of the Justice Court; travel to deliver or pick up documents from other county agencies, check the mail, and make bank deposits.
- Perform secretarial tasks for the judge; maintain daily work and court schedules; maintain consistent notary status if necessary.
- Represent the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public; comply with Nevada's Model Code of Conduct for Court Professionals.
- Perform other duties as assigned by the judge or court manager.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- Four (4) years of responsible general office experience with at least two (2) years in a legal setting; OR an equivalent combination of education, training, and experience that would provide the required knowledge and skills.
- High School Graduate or G.E.D.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- NCJIS clearance and certification

Required Knowledge and Skills:

Knowledge of:

- legal office practices and procedures and legal terminology.
- court procedure and services.
- applicable regulations, policies and statutes.
- office administrative practices and procedures.
- the operation of standard office equipment.
- record-keeping principles and practices.

- business arithmetic, business letter writing, and the standard format for typed materials. Use of correct business English, including spelling, grammar, and punctuation.
- use of computer applications related to job duties, including word processing, data entry, and/or standard report generation.
- safety practices related to required work.

Skills in:

- understand and apply rules, policies, and procedures as directed by the judge and/or court manager.
- performing technical or specialized office support work.
- using initiative and good judgment within established procedural guidelines.
- organizing, maintaining, and researching office files; maintaining accurate case records of work performed.
- organizing own work, setting priorities, and meeting critical deadlines.
- establishing and maintaining effective working relationships with staff, coworkers, and the public.
- dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, at times when relations may be confrontational or strained.
- accurately type at a rate sufficient to perform assigned duties.

Special Requirements: Ability to successfully pass a fingerprint and background check.

Distinguishing Characteristics: The Justice Court Deputy Clerk is a specialized clerical class. It is distinguished from an administrative assistant in that the Deputy Clerk is a sworn court employee assigned to perform courtroom duties and administrative work as directed by a Justice of the Peace and Justice Court Manager.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Mobility to work in an office and court setting; sitting for prolonged periods; vision to read printed materials and the ability to view a computer screen for prolonged periods; ability, coordination, and dexterity to use office equipment; hearing and speech to communicate in person and over the telephone and hearing necessary to follow court proceedings and take minutes; dexterity and coordination to handle files and single pieces of paper; lifting files, stacks of paper, reference material, and occasionally, items weighing up to twenty-five (25) pounds; reaching for items above and below desk level.

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; exposure to traffic conditions when traveling from one court department to another; periodic

contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Pre- and Post-Trial Supervision Officer / Bailiff	**Department:**	Justice Court
Classification Range:	125 LE	**Reports To:**	Justice of the Peace
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	1 year
		Adopted/Revised:	

Summary of Job Purpose:

Responsible for maintaining security, safety, and decorum in an assigned court and associated public facilities while the court is in session and during public access hours. Responsible for assisting in the planning, organizing and coordinating of requirements imposed upon parties by the court, including but not limited to supervising offenders and reporting to the court on compliance with pretrial release and post-adjudicatory conditions. Responsible for seeking out, preparing and applying for available grants that will help fund court-ordered programs. Ensures compliance with activities under Nevada Revised Statutes, other State and Federal laws, and County policies and procedures.

Essential Functions:

The 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 skill.

- Monitors scanning equipment, the public, and prisoners at the bailiff station, security gate, or in court as directed by the court.
- Maintains procedures to protect the safety of the judge and the court's property; protects all court personnel, attorneys, and visitors in the courts; maintains control and security of the jury during phases of trial and ensures potential witnesses are separated from jurors before and throughout the trial.
- May operate video recording equipment and other technology in the courtroom.
- Calls court to order and maintains appropriate decorum in court whenever court is in session.
- Takes emergency action and/or notifies emergency personnel as the situation warrants; may administer basic first aid or CPR if required.
- Transports detainees and assists transportation officers in moving detainees to and from the courtroom, holding cells, and vehicles.
- Acts as liaison between the judge, attorneys, courtroom staff, and the public to ensure orderly conduct of court business.
- Opens and locks secure areas and facilities; sets up courtroom for operation.
- May execute warrants of arrest as assigned by the court.
- Responsible for UA collection and maintaining proper chain of custody.
- Under the supervision of the court, is responsible for overseeing client monitoring system and equipment.
- Responsible for internal/external perimeter security walks before, during, and end of each shift.
- Locates and serves subpoenas, summonses, warrants, orders to show cause, restraining orders, and other documents as required by the court.
- May perform bailiff duties for the District Court when available.

- May perform general office support work, deliver or pick up documents and other materials, and assist the judge in other ways as instructed.
- Supervises offenders as ordered by the court; conducts periodic meetings with offenders to review activities, assess needs, and provides information regarding court-ordered requirements; verifies the attendance of offenders at court-ordered activities; may visit offenders at homes to observe conditions and activities.
- Locates programs and services to assist offenders including but not limited to community service, employment programs, and court-approved counseling programs; coordinates efforts with local resources to facilitate available opportunities through programs and services.
- Maintains detailed records of information received and daily contacts of anyone placed under supervision; summarizes information and prepares narrative reports; monitors and keeps records of program activities and offender participation in programs; prepares and files with the court written reports regarding the progress of supervised individuals, compliance or non-compliance with conditions imposed by the court, and other information as needed; appears in court as needed to provide information and testimony.
- May arrest non-compliant offenders; deliver offenders into custody, seize and test bodily fluids; may seize other evidence as related to supervisory duties of offenders.
- Transports offenders as needed.
- Locates additional resources for court-ordered programs and services; gathers information in support of funding requests; writes grant proposals; conducts special programs funded by grants; prepares narrative and statistical reports to funding agencies.
- Travels to conduct assigned bailiff and other duties as required by the various court departments.
- Maintains inventory of work equipment; ensures equipment is maintained/repaired.
- Contributes to the efficiency and effectiveness of the court's service to its customers; offers suggestions and participates as an active member of a team.
- Ability to safely carry and use a duty weapon.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

Education and Experience:

Bachelor's degree in criminal justice sociology, or a related field; AND two (2) years of professional-level experience in providing supervision and casework/counseling services to adult offenders; OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills:

Knowledge of:

- Policies and procedures of the warrant and extradition functions.
- Use of specified computer applications related to the work to include word processing, data entry and/or standard report generation.

- Use of specialized computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic, business letter writing and the standard format for typed materials. Use of correct business English, including spelling, grammar and punctuation.
- Office administrative practices and procedures.
- Record keeping principles and practices.
- Safety practices related to required work.
- Theories, principles and practices of the justice system, including institutional, outpatient and related developmental programs.
- Principles and practices of social service delivery; community resources for social services.
- Current trends related to the cause, prevention, and control of crime.
- Applicable regulations, policies and statutes.

Skills in:

- Reading and explaining rules, policies, and procedures.
- Performing technical or specialized office support work.
- Conflict resolution and reasoning skills.
- Training staff in emergency and evacuation procedures; taking sound, independent action in emergency or crisis situations.
- Observing, interpreting, and accurately recording behavioral events.
- Compiling and summarizing information and preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and sound judgment within established procedural guidelines.
- Organizing, maintaining, and researching office files; maintaining accurate case records and records of work performed.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Developing access to and monitoring rehabilitation and treatment programs for those being supervised.
- Establishing and maintaining effective working relationships with staff, coworkers, and the public.
- Supervising and dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Use and safety of a firearm/duty weapon.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon maintaining all required licenses and certificates in active status without suspension or revocation.*

- Nevada Class C Driver's License
- High School graduate or G.E.D.
- Nevada Category POST I Certification
- CPR, AED, & First Aid certification within six (6) months of date of employment.

Special Requirements: Must meet the minimum standards for appointment as set forth in NAC 289.110.

EUREKA
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Physical Demands & Working Environment:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office, court setting or outdoors; use standard office equipment; traverse difficult terrain, strength and stamina to physically restrain, subdue, drag, carry and lift persons and objects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds; dexterity to utilize firearms/duty weapons; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the radio/telephone.

Work is subject to exposure to frequent travel and traffic conditions when traveling from one court department to another, hazardous chemicals, fumes, gases, dust, noxious odors, blood and bodily fluids, and adverse environmental conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Paralegal	**Department:**	District Attorney
Classification Range:	E13	**Reports To:**	District Attorney
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose: The Paralegal provides advanced legal, case management, administrative, and operational support to the Eureka County District Attorney's Office. This position works closely with the District Attorney, Deputy District Attorneys, investigators, law enforcement agencies, courts, victims and witnesses, Eureka County departments, and other justice-system partners.

The Paralegal is responsible for coordinating and maintaining legal case files; assisting attorneys with case preparation, discovery, legal research, document preparation, trial preparation, records management, and court-related activities; monitoring deadlines and case status; and ensuring that legal and administrative processes are completed accurately, timely, and in accordance with applicable Nevada law, court rules, office policies, and ethical requirements.

This position serves as a senior resource within the legal support team for Eureka County and provides day-to-day direction, training, workload coordination, and performance oversight for two positions: Legal Secretary and Administrative Legal Secretary.

The Paralegal exercises independent judgment in organizing work, identifying issues requiring attorney attention, coordinating competing priorities, and improving office processes. The position does not provide independent legal advice, represent clients in court, make prosecutorial decisions, or otherwise engage in the practice of law reserved to licensed attorneys.

Essential Functions: *The 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 skill.*

Legal and Case Support

- Provide advanced paralegal support to the District Attorney and Deputy District Attorneys in criminal and civil matters handled by the office.
- Organize, maintain, and monitor complex legal case files from initiation through disposition, appeal, or other final resolution.
- Review case materials for completeness, organization, consistency, and compliance with established office procedures.
- Prepare and organize pleadings, motions, notices, subpoenas, correspondence, exhibits, discovery materials, and other legal documents under attorney direction.
- Assist attorneys in preparing for hearings, trials, conferences, negotiations, depositions, and other legal proceedings.
- Prepare trial notebooks, exhibit lists, witness materials, chronologies, indexes, and other trial-support materials.
- Assist attorneys with case preparation by organizing factual information, identifying missing documentation, and bringing significant issues or deadlines to the attorney's attention.

- Conduct legal and factual research as assigned by attorneys and summarize findings in an organized and usable format.
- Assist with preparation and organization of legal memoranda, correspondence, case summaries, and other attorney work product.
- Prepare routine documents and forms for attorney review, approval, and signature.
- Coordinate the preparation and submission of documents to courts and other authorized entities as directed by attorneys.
- Track case activity, court dates, filing deadlines, discovery obligations, and other critical dates.

Discovery and Evidence Coordination

- Assist attorneys with the organization, review, tracking, and management of discovery materials.
- Coordinate receipt and distribution of discovery from law enforcement agencies, investigators, expert witnesses, and other sources.
- Maintain accurate discovery logs and case records.
- Assist in organizing digital and physical evidence and related documentation.
- Coordinate with law enforcement and investigative personnel regarding requested records and case materials under attorney direction.
- Identify missing, incomplete, duplicative, or potentially problematic case materials and promptly bring them to the appropriate attorney's attention.
- Maintain appropriate safeguards for confidential, privileged, sealed, protected, and sensitive information.
- Follow applicable requirements concerning disclosure, retention, preservation, and disposition of records and evidence.

Court and Litigation Support

- Coordinate attorney calendars and case schedules involving hearings, trials, conferences, meetings, and other proceedings.
- Monitor court calendars, notices, orders, and filing deadlines.
- Prepare hearing and trial materials under attorney direction.
- Coordinate exhibits, subpoenas, witness materials, and other courtroom documents.
- Assist attorneys with courtroom preparation and logistical coordination.
- Communicate with court personnel regarding administrative and procedural matters within the scope of the position.
- Maintain accurate records of court actions, dispositions, continuances, and other case developments.
- Assist with appellate case preparation and record organization when assigned.

Legal Research and Document Preparation

- Conduct statutory, regulatory, case law, court rule, and other legal research as assigned by attorneys.
- Locate and organize relevant legal authorities and factual information.
- Prepare research summaries and supporting materials for attorney review.
- Assist attorneys with drafting correspondence, pleadings, motions, memoranda, and other legal documents.
- Proofread and review documents for accuracy, formatting, citations, completeness, and consistency.
- Maintain current reference materials and legal resources used by the office.

Case Management and Office Systems

- Develop and maintain organized case-management systems and procedures.
- Monitor case assignments, deadlines, pending tasks, and case status.
- Establish and maintain standardized procedures for legal files and administrative records.
- Assist in developing and implementing systems that improve accuracy, efficiency, communication, and accountability within the office.
- Identify workflow issues and recommend practical improvements to the District Attorney or designated supervisor.
- Maintain accurate electronic and physical filing systems.
- Ensure appropriate naming, indexing, retention, archiving, and retrieval of records.
- Assist with transition and continuity of case files when attorneys or staff assignments change.
- Prepare reports, spreadsheets, case summaries, workload reports, and other management information as requested.

Victim, Witness, and Public Contact

- Communicate professionally and respectfully with victims, witnesses, defendants' representatives, attorneys, law enforcement personnel, court personnel, Eureka County employees, and members of the public.
- Provide procedural and administrative information within the scope of the position and established office policies.
- Coordinate appointments, meetings, interviews, and other communications as directed.
- Assist attorneys and designated staff with victim and witness coordination.
- Maintain appropriate confidentiality and professional boundaries when working with victims, witnesses, and members of the public.
- Recognize matters requiring attorney involvement and promptly refer legal questions or requests for legal advice to the appropriate attorney.

Supervision and Leadership

- The Paralegal directly supervises the Legal Secretary and the Administratie Legal Secretary
- Supervisory responsibilities include:
- Assign, prioritize, coordinate, and monitor daily work.
- Establish clear expectations regarding accuracy, timeliness, confidentiality, professionalism, and customer service.
- Train employees in office procedures, case-management systems, records requirements, and applicable administrative processes.
- Review work for quality, completeness, accuracy, and adherence to established procedures.
- Provide coaching, feedback, and day-to-day guidance.
- Monitor workload and redistribute assignments as necessary to meet office priorities and deadlines.
- Assist with onboarding and orientation of new employees.
- Identify training and professional-development needs.
- Address routine performance and workflow concerns and elevate significant issues to the appropriate supervisor.
- Participate in performance evaluations and disciplinary processes as authorized by Eureka County policy.

- Promote effective communication and collaboration among attorneys, investigators, legal support staff, and administrative personnel.
- Serve as a working supervisor who remains directly engaged in substantive paralegal responsibilities while overseeing the legal support function.

Confidentiality, Ethics, and Professional Responsibility

- Maintain strict confidentiality concerning criminal investigations, prosecutions, victims, witnesses, defendants, attorneys, Eureka County personnel, and other protected information.
- Safeguard attorney-client privileged information and attorney work product.
- Follow applicable Nevada Rules of Professional Conduct, Nevada Supreme Court rules, court rules, statutory requirements, Eureka County policies, and District Attorney's Office procedures.
- Understand and maintain appropriate boundaries between paralegal/legal support functions and the practice of law.
- Perform work under the direction and supervision of licensed attorneys.
- Refrain from providing independent legal advice or opinions to members of the public, victims, witnesses, defendants, or other parties.
- Refer legal questions, prosecutorial decisions, ethical questions, and matters requiring attorney judgment to the appropriate licensed attorney.
- Immediately report potential conflicts of interest, confidentiality concerns, records issues, or other significant legal or ethical concerns to the appropriate attorney or supervisor.

Interdepartmental and External Coordination

- Develop and maintain effective professional working relationships with:
- District Attorney and Deputy District Attorneys
- Eureka County Manager and Eureka County departments
- Eureka County Clerk and other Eureka County offices
- District Court and Justice Court personnel
- Law enforcement agencies
- Investigators
- Victim advocacy organizations
- Public Defender's Office
- Defense counsel and other attorneys
- State agencies
- Witnesses and other case participants
- Members of the public
- The position represents the District Attorney's Office in a professional, respectful, and service-oriented manner while maintaining appropriate legal and ethical boundaries.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Experience and Training: *The knowledge and ability listed may be acquired by any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Associate degree or paralegal certificate in Paralegal Studies, Legal Studies, Criminal Justice, Business Administration, Public Administration, or a closely related field from an accredited institution.
- A bachelor's degree in a related field is preferred.
- Equivalent education, training, and professional experience may be considered in accordance with Eureka County policy.
- Seven (7) years of progressively responsible paralegal or legal support experience, preferably including experience in a prosecuting attorney's office, government law office, court system, law firm, or other litigation environment.
- At least two (2) years of experience providing advanced legal or litigation support is preferred.
- Prior supervisory, lead, training, or workflow-management experience is preferred.
- Experience working with criminal prosecution, public-sector law, court proceedings, discovery, evidence, or law-enforcement records is highly desirable.

Special Requirements:

- The successful candidate must be able to pass a criminal history background investigation prior to employment.
- The candidate must be able to successfully complete the testing required to be able to access CJIS (Criminal Justice Information Services) information.

Licenses:

- Valid Nevada Driver's license

Knowledge and Ability:

Knowledge of:

Principles and practices of advanced paralegal work, legal terminology, procedures, and documentation. Criminal and civil litigation processes, court procedures and filing practices. Legal research methods and resources, case management and records-management principles. Discovery and evidence-management processes. Confidentiality, attorney-client privilege, and attorney work product. Applicable federal, Nevada, and local laws, regulations, court rules, and Eureka County policies relevant to assigned responsibilities. Office administration and supervisory practices. Electronic document-management and case-management systems.

Ability to:

Interpret and apply established laws, regulations, court rules, policies, and procedures. Conduct accurate legal and factual research. Organize and manage large volumes of complex information. Identify critical deadlines and competing priorities. Prepare accurate, professional, and legally appropriate documents under attorney direction. Exercise sound judgment regarding matters requiring attorney review. Maintain confidentiality in highly sensitive situations. Communicate effectively with attorneys, law enforcement, court personnel, Eureka County employees, victims, witnesses, and members of the public. Work independently while recognizing when consultation or direction is required. Supervise, train, coach, and evaluate support staff. Manage multiple cases and deadlines simultaneously. Remain calm, professional, and organized in a high-pressure environment. Establish effective systems and processes that improve office efficiency. Use discretion when handling confidential, privileged, protected, or sensitive information. Learn and effectively use legal research, document management, case management, electronic filing, and other technology systems.

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-COUNTY-

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference and other materials; strength, stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level. Mental ability to handle demands of workloads and to meet time sensitive deadlines.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Paralegal

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Assistant Public Works Director Project Manager	Department:	Public Works
Classification Range:	E18	Reports To:	Public Works Director
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose: Under the administrative direction of the Public Works Director, assists in the planning, coordination, administration, and management of Public Works Department operations, programs, and activities throughout Eureka County, including Eureka and Crescent Valley. The incumbent provides highly responsible administrative, technical, operational, and project management support to the Public Works Director and coordinates assigned activities with other County departments, outside agencies, contractors, consultants, and the general public. The incumbent manages and coordinates a wide variety of assigned projects, programs, and ongoing departmental activities, including responsibilities that may extend beyond specifically designated operational divisions or program areas, as directed by the Public Works Director. Responsibilities include management of assigned capital improvement projects, administration of grants, coordination of professional engineering and construction services, and oversight of assigned departmental operations and personnel, including Road Department and landfill operations.
The incumbent exercises considerable independent judgment and initiative within established County policies and under the general direction of the Public Works Director. The position assists in developing departmental work plans, schedules, budgets, policies, and operational priorities; provides recommendations and support concerning complex administrative and operational matters; and performs additional management, coordination, and special project assignments as directed by the Public Works Director.
In the absence of the Public Works Director, the incumbent assumes the duties, responsibilities, and authority of the Department Head in accordance with applicable County policies and procedures.

Essential Functions:

The 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 skill.

- Reviews engineering plans, specifications, and recommendations prepared by licensed professional engineers; coordinates technical input and provides administrative approval for County construction implementation within delegated authority. Ability to assist with the planning, organizing, and management of public works and engineering activities including the County roadway systems, water treatment and distribution, wastewater collection and treatment, sidewalk, stormwater drainage system, County buildings, and related infrastructure.
- Ability to manage assigned public works projects and programs including but not limited to major capital improvement projects for the county's public infrastructure; evaluating and assisting in selection of employees or consultants; performing or directing daily engineering decisions; preparing reports; reviewing private development plans for compliance with development regulations; overseeing expenditures; conducting public outreach and involvement with the community; developing budgets; and complying with local, regional, state, and federal regulations and agencies.
- Ability to use a high degree of independent judgment and actions to plan, design, and construct projects; resolve technical problems; and deliver projects within the framework of established policies and practices. Supervises assigned staff; and responds daily to customer services and response inquiries.

- Participates in development, planning, prioritization, budgeting, and implementation of the Public Works capital improvement program and independently manages assigned capital improvement projects. Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and County ordinances and policies.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Process and analyze certified payroll reports; review and process pay requests; maintain records, maps, and submittals; organize meetings with contractors, prepare agendas, and take summary notes.
- Develops recommendations for maintenance and capital rehabilitation programs, develops and refines cost analysis, and monitors and adjusts expense estimates.
- Investigates and responds to citizen complaints relating to engineering activities and capital projects; recommends modifications to projects as necessary.
- Provides technical expertise and responds to complex questions: resolves conflicts and interpret various codes and ordinances; develops and revises engineering procedures and materials related to Department services and activities.
- Updates existing and establishes new public works design and construction standards, codes, and regulations.
- Oversees the delivery of county services including development review, building assessments, transportation, water, wastewater, storm water, and project management.
- Directs the preparation of plans, specifications, assessments, and estimates for construction and repair of County buildings, roads, water distribution and sewer collection systems, traffic control devices, pavement markings and street lighting systems.
- Participates in traffic engineering and safety studies and coordinates with qualified engineering professionals as assigned. Independently identifies funding opportunities, prepares State, federal, and other grant applications, and administers awarded grants, including budgets, reporting, reimbursement requests, documentation, funding-agreement compliance, and agency coordination. Advises the Public Works Director and other county officials in the matters relating to assigned areas activities
- Participates in setting direction, goals, objectives, and priorities for the department.
- Prepares clear and concise technical reports on projects, department policies, and programs.
- Organizes public meetings for design and construction projects; writes and presents staff reports for co-workers, senior management, County Commission Meetings, and the public.
- Establish and maintain positive working relationships with coworkers, community members, and other agency staff.
- Upon specific direction from the Public Works Director acts as liaison with other Counties; and with Regional, State, and Federal agencies with regard to assigned areas.
- Ensure responses and resolutions to complaints; evaluate situations, determine appropriate response or action, explain findings to complainant, notify appropriate staff, if necessary; remain available for call outs.
- Participates in Public Works safety and risk management programs; investigates incidents as assigned, supports safety committee meetings and activities, identifies operational hazards, and implements corrective actions within assigned Road Department and landfill operations. Does not oversee the department-wide safety or risk management program. Assist with preparation of items for county agendas; submit back-up documentation; present items when Director is absent; follow-up with other departments, agencies, and public, after approval; assist contractors with data, letters, and information.
- Supervises, assigns work and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to county policies and procedures. Responsible for staff development.
- Represents the Department to other County departments, elected officials, boards and commissions, and outside agencies. Represents the County with dignity, integrity, and the spirit of cooperation in all relationships with staff and the Public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- A minimum of five (5) years of progressively responsible experience in public works, construction management, infrastructure project management, or a closely related field, including at least two (2) years of supervisory experience.
- Experience must demonstrate knowledge of public infrastructure operations, construction and contract administration, project management, budgeting, and applicable codes, regulations, and construction standards. Experience with grant development and administration is preferred.
- A bachelor's degree in civil engineering, construction management, public administration, business administration, or a closely related field is highly desirable and may substitute for up to two (2) years of the required general experience.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Successfully completed the basic EMS and Advanced EMS classes or have the ability to complete the classes within one (1) year.

Required Knowledge and Skills:

Knowledge of:

Principles and practices of public works administration, construction and project management, infrastructure planning, and maintenance operations; applicable civil engineering principles, construction methods, materials, and equipment; public contracting, procurement, budgeting, and financial management; applicable federal, State, and County laws, codes, regulations, policies, and technical standards governing public works operations, infrastructure development, and construction; grant development, administration, and compliance requirements; organizational management, employee supervision, personnel practices, and workplace safety.

Skills and Ability:

Plan, organize, direct, and evaluate complex public works projects, programs, and operations to ensure objectives are met and applicable codes and standards are followed; exercise individual initiative, independent judgment, and discretion in performing assigned duties, including confidential matters; define problems, collect and analyze data, establish facts, and draw valid conclusions; accurately interpret and apply laws, codes, regulations, policies, and procedures; review engineering plans, specifications, contracts, and cost estimates; coordinate contractors, consultants, agencies, and County personnel; develop and administer budgets, grants, and construction contracts; supervise, evaluate, and develop assigned employees; prepare reports and effectively communicate with County officials,

boards, and the public; establish and maintain effective working relationships; effectively represent the County in situations that may be adversarial or stressful; manage competing priorities and deadlines; recognize workplace hazards and implement corrective actions; and assume department-head responsibilities in the absence of the Public Works Director.

Special Requirements:

- Pursuant to Eureka County policy, these positions are classified as safety sensitive, as such, employees must permanently reside in the Eureka area which will enable short response time to call outs.
- Employee must be available for: on-call, standby and emergency call outs.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Work is performed in both office and field environments, requiring prolonged periods of sitting, standing, walking, and operating a motor vehicle. Field assignments may require walking on uneven terrain, climbing, bending, and occasional lifting or moving of materials or equipment weighing up to fifty (50) pounds. The position may involve exposure to construction activities, moving equipment, noise, dust, fumes, hazardous conditions, and adverse weather, including extreme temperatures. Travel to various County facilities and project locations is required.

Mental demands include the ability to analyze complex technical, financial, and administrative information; exercise independent judgment and discretion; manage multiple projects and competing priorities; meet time-sensitive deadlines; resolve complex problems; and make decisions under stressful or potentially adversarial circumstances. The position requires effective communication, sustained attention to detail, and the ability to respond appropriately to operational issues and emergencies.

Work is generally performed during regular business hours; however, the incumbent may be required to work extended or irregular hours, including evenings, weekends, and holidays, and respond to emergency situations or operational needs as directed.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Assistant Public Works Director - Project Manager

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Public Works Assistant Director – Buildings and Utilities	**Department:**	Public Works
Classification Range:	Range E18	**Reports To:**	Public Works Director
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose:

Under the administrative direction of the Public Works Director, assists in the planning, coordination, administration, and management of Public Works Department operations, programs, and activities, with primary responsibility for County buildings, facilities, parks, and municipal water and wastewater utility systems throughout Eureka County, including Eureka and Crescent Valley.

The incumbent serves as the Public Works Director's designated delegate for Buildings and Utilities operations, exercising independent judgment and management authority in directing assigned personnel, programs, maintenance activities, regulatory compliance, and operational priorities. Provides highly responsible administrative, technical, and operational support to the Public Works Director and coordinates assigned activities with other County departments, regulatory agencies, contractors, consultants, and the general public.

The incumbent manages and coordinates assigned capital improvement projects, infrastructure improvements, departmental budgets, and ongoing operational activities. Assists in developing departmental work plans, schedules, policies, and priorities; evaluates operational needs and recommends improvements; and performs additional management, coordination, and special project assignments as directed by the Public Works Director.

In the absence of the Public Works Director and the Assistant Public Works Director / Project Manager, the incumbent assumes the duties, responsibilities, and authority of the Department Head in accordance with applicable County policies and procedures.

Essential Functions:

The 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 skill.

- Represents the Department to other County departments, elected officials, boards and commissions, and outside agencies. Represents the County with dignity, integrity, and the spirit of cooperation in all relationships with staff and the Public.

- Plans, oversees, and directs maintenance, construction, and repair activities related to all County-owned buildings, facilities, and infrastructure, including mechanical, electrical, fire suppression, and structural systems.
- Manages the operation, maintenance, and compliance of County municipal water systems, including water distribution and wastewater systems in Eureka and the arsenic treatment facility in Crescent Valley.
- Assists with planning and development for future expansion in the Eureka Canyon Subdivision and provides support and enforcement of County Code governing mobile home inspections, real property conversions, and parceling or land divisions.

- Assists with the administration and enforcement of the Institutional Control Plan (ICP) within the Eureka Townsite; monitors, tracks, documents, and investigates soil-disturbing activities to ensure compliance with ICP requirements; and coordinates with property owners, contractors, and regulatory agencies to address compliance issues and implement corrective actions as necessary.

- Administers and enforces County ordinances governing all municipal water and sewer systems; ensures compliance with State-issued permits and locally adopted regulations related to building development and Public Works utility connections by developers, contractors, and the general public. Provides guidance, reviews submissions, and coordinates with regulatory agencies to ensure standards are met.
- Oversees the maintenance and improvement of County parks and public gathering areas; evaluates and recommends enhancements or additions to parks, ballfields, and fairgrounds to better serve the community.
- Provides supervision, training, and performance evaluation of Buildings and Utilities staff; addresses employee concerns and disciplines as necessary.
- Ensures 24/7 operational readiness by maintaining staff coverage for emergency call-outs related to County buildings and utility systems; coordinates on-call schedules, responds to after-hours incidents when necessary, and ensures timely resolution of urgent facility or utility issues to protect public health, safety, and County assets.
- Ensures appropriate certifications for water distribution, water treatment, and wastewater are maintained and renewed as needed in the department.
- Develops and monitors division goals, project timelines, and objectives; evaluates service delivery and recommends improvements.
- Coordinates the planning, design, and execution of Capital Improvement Projects with the Assistant Public Works Director – Project Manager; prepares cost estimates, timelines, and scopes; ensures compliance with regulatory requirements.
- Serves as liaison to state agencies including the Nevada Department of Environmental Protection (NDEP) and the State Historic Preservation Office (SHPO), ensuring compliance with environmental and preservation standards.
- Assists the Public Works Director in the preparation, monitoring, and administration of departmental budgets; forecasts equipment and personnel needs.
- Investigates and responds to complaints, service requests, or public inquiries regarding buildings or utility services.
- Implements and enforces departmental safety policies, procedures, and protocols within assigned operations; conducts safety meetings and training; identifies and addresses workplace hazards; investigates accidents and incidents; coordinates corrective actions; and ensures the safe operation, maintenance, and inventory control of assigned tools, vehicles, and equipment.
- Attends and represents the Public Works Department at interdepartmental, community, or regulatory meetings as assigned by the Director.
- Maintains accurate records and prepares technical and administrative reports.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

A minimum of five (5) years of progressively responsible experience in public works, facilities management, building maintenance, utility operations, construction management, or a closely related field, including at least two (2) years of supervisory experience.

Experience must demonstrate knowledge of public infrastructure operations, facility and utility systems, project management, budgeting, and applicable codes, regulations, and safety standards. Experience with capital improvement planning, regulatory compliance, and grant-funded projects is highly desirable.

A bachelor's degree in facilities management, construction management, engineering, public administration, business administration, or a closely related field is highly desirable and may substitute for up to two (2) years of the required general experience.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Certifications related to water distribution or treatment are desirable.
- Successful completion of the County's Basic and Advanced Essential Management Training within one (1) year of appointment is required.

Required Knowledge and Skills:

Knowledge of:

Principles and practices of public works administration, facilities management, utility operations, construction and project management, infrastructure planning, and maintenance operations; building systems, construction methods, materials, and equipment; public contracting, procurement, budgeting, and financial management; applicable federal, State, and County laws, codes, regulations, policies, and technical standards governing public facilities, utility systems, infrastructure development, and construction; regulatory compliance, permitting, and grant administration; organizational management, employee supervision, personnel practices, and workplace safety.

Skills in:

Plan, organize, direct, and evaluate public works operations, programs, and projects to ensure objectives are met and applicable codes and standards are followed; exercise individual initiative, independent judgment, and discretion in performing assigned duties, including confidential matters; define problems, collect and analyze data, establish facts, and draw valid conclusions; accurately interpret and apply laws, codes, regulations, policies, and procedures; review construction plans, specifications, contracts, and cost estimates; coordinate contractors, consultants, regulatory agencies, and County personnel; develop and administer budgets, grants, and assigned projects; supervise, evaluate, and develop assigned employees; prepare reports and effectively communicate with County officials, boards, and the public; establish and maintain effective working relationships; effectively represent the County in situations that may be adversarial or stressful; manage competing priorities and deadlines; recognize workplace hazards and implement corrective actions; and assume department-head responsibilities when designated in accordance with the established chain of command.

Special Requirements:

- Pursuant to Eureka County policy, these positions are classified as safety sensitive, as such, employees must permanently reside in the Eureka area which will enable short response time to call outs.
- Employee must be available for: on-call, standby and emergency call outs.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*
Work is performed in both office and field environments, requiring periods of sitting, standing, walking, and operating a motor vehicle. Field assignments may require walking on uneven terrain, climbing, bending, kneeling, and occasional lifting or moving of materials or equipment weighing up to fifty (50) pounds. The position may involve exposure to construction and maintenance activities, moving equipment, noise, dust, fumes, hazardous materials, confined spaces, and adverse weather conditions, including extreme temperatures. Travel to various County facilities, utility systems, and project locations is required.

Mental demands include the ability to analyze complex technical, financial, regulatory, and administrative information; exercise independent judgment and discretion; manage multiple operational responsibilities, projects, and competing priorities; meet time-sensitive deadlines; resolve complex problems; and make decisions under stressful or potentially adversarial circumstances. The position requires effective communication, sustained attention to detail, and the ability to respond appropriately to operational issues and emergencies affecting essential public services.

Work is generally performed during regular business hours; however, the incumbent must maintain flexibility in scheduling and availability to meet departmental responsibilities, including after-hours callouts, emergencies, and operational needs that may require work during evenings, weekends, and holidays.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Public Works Assistant Director – Buildings and Utilities

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Public Works Fleet Manager	**Department:**	Public Works
Classification Range:	Salary Range E14	**Reports To:**	Public Works Director
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose:
The Public Works Fleet Manager is a supervisory and advanced technical position responsible for the lifecycle management of Eureka County's vehicle and equipment fleet, including Public Works vehicles and heavy equipment, Sheriff's Office vehicles, ambulances, rescue vehicles, structural and wildland fire apparatus, generators, and other specialized support equipment. Responsibilities include procurement, preventive maintenance, inspection, testing, repair, cost management, replacement planning, and disposal to maximize reliability, operational readiness, public safety, and long-term value to the County.

The position supervises Public Works mechanics and oversees fleet maintenance operations, establishing work priorities, coordinating personnel and resources, and ensuring maintenance and repairs are completed safely, efficiently, and in accordance with established procedures. Responsibilities include providing advanced technical leadership in diagnosing complex equipment problems and determining appropriate repair methods; overseeing fleet-related purchasing, inventory, and maintenance planning; coordinating capital planning and budgeting for road shop equipment and facilities; and supporting assigned training, safety, and operational needs. The position works closely with the Public Works Director and other County departments on fleet management, capital projects, and related operational initiatives. The Fleet Manager also directs snow removal operations within the Eureka townsite, coordinating personnel, equipment, and resources to support those operations.

Essential Functions: *The 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 skill.*

- Represents Eureka County with professionalism, integrity, and dignity in all interactions with County officials, employees, contractors, vendors, outside agencies, and the public; demonstrates sound judgment, accountability, and respect while carrying out assigned duties and responsibilities.
- Supervises and coordinates Public Works mechanics, including establishing work priorities, assigning workloads, scheduling personnel, reviewing completed work, evaluating employee performance, and providing coaching, counseling, and corrective direction. Ensures work is performed safely, efficiently, and in accordance with established procedures and County policies.
- Oversees daily fleet maintenance operations, including shop staffing, employee training, equipment and resource allocation, and routine, emergency, and after-hours maintenance needs. Reviews and approves employee time records, including regular hours, overtime, and leave, in accordance with County policies.
- Provides advanced technical direction in diagnosing complex equipment problems, analyzing mechanical failures, determining causes, and identifying appropriate repair methods and solutions. Performs complex diagnostic and repair work as operational needs require.
- Oversees the lifecycle management of County vehicles and equipment across all departments, including Public Works vehicles and heavy equipment, Sheriff's Office vehicles, ambulances, rescue vehicles, structural and wildland fire apparatus, generators, and specialized support equipment. Coordinates acquisition, preventive maintenance, repair, replacement planning, and disposal to maintain operational readiness and long-term value.
- Oversees the inspection, maintenance, testing, and repair of specialized public safety and emergency response vehicles, including apparatus assigned to the County's six fire stations. Coordinates specialized repairs and outside services, maintains emergency equipment readiness, and conducts or oversees fire apparatus pump

performance testing and documentation to support applicable industry standards and County public safety requirements.

- Evaluates fleet condition, maintenance history, repair costs, utilization, and anticipated service life to recommend repair, retention, replacement, or surplus disposal. Coordinates the sale or auction of surplus vehicles and equipment.
- Coordinates vehicle and equipment procurement with County departments, including evaluating operational requirements, developing specifications, coordinating vendors, and recommending purchases that provide the best overall value. Manages purchasing of parts, supplies, tools, and equipment within delegated authority and subject to the approval of the Public Works Director and applicable County purchasing policies.
- Maintains fleet inventory, asset records, purchasing documentation, and inventory controls to support equipment accountability, lifecycle planning, material availability, and compliance with County procedures.
- Assists with capital planning, budget development, and project proposals for fleet replacement, shop equipment, facilities, storage, and related infrastructure improvements. Coordinates with the Public Works Director, County departments, vendors, and contractors to evaluate project requirements, costs, and implementation. Monitors expenditures for parts and outside services, ensures compliance with approved budgets, and accounts for budget variances.
- Administers the County's entry-level commercial driver training program, including coordinating required instruction, maintaining program documentation, and preparing eligible employees for CDL testing.
- Develops, implements, and maintains employee training programs, materials, and procedures for vehicle and equipment operation, forklift safety, job-specific hazards, and other applicable workplace safety requirements, including programs utilized by other County departments.
- Participates in the County Safety Committee and assists the Public Works Director with Countywide risk management initiatives, including fleet, equipment, operational, and safety-related matters; supports hazard identification, employee training, safety initiatives, and corrective actions.
- Coordinates winter snow removal operations within the Eureka townsite, including monitoring weather conditions, determining staffing requirements, scheduling and communicating after-hours callouts, and assigning work to Public Works mechanics.
- Operates the County's snowcat and provides instruction and training to designated operators for safe operation in mountainous terrain, deep snow, and adverse weather conditions. Coordinates and conducts transportation of contractors and authorized personnel to remote mountain repeater and communications sites for maintenance, repairs, and emergency access, including operations under severe winter conditions.
- Coordinates emergency and after-hours maintenance responses for County vehicles and equipment, including law enforcement, emergency medical services, fire and rescue, and other critical operations, to minimize service interruptions and restore essential equipment to operational readiness.
- Responds to public inquiries and complaints, resolves concerns within assigned authority, and maintains professional relationships with the public, including during difficult or confrontational situations.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High school diploma or GED and a minimum of five (5) years of progressively responsible experience in automotive, diesel, or heavy equipment maintenance and repair, including at least two (2) years in a supervisory or lead capacity involving personnel, fleet maintenance operations, or equipment resources.

An Associate's degree or equivalent technical certification in Automotive Technology, Diesel Technology, Heavy Equipment Technology, Fleet Management, or a closely related field may substitute for up to two (2) years of the

required experience, provided the applicant possesses at least three (3) years of relevant experience, including two (2) years in a supervisory or lead capacity.

Experience in fleet lifecycle management, vehicle and equipment procurement, maintenance budgeting, inventory management, and public safety or emergency response apparatus maintenance is highly desirable.

Familiarity with the roads, infrastructure, and the operational environment of Eureka County is required.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid State of Nevada Driver's License
- Possession of Class A CDL with double/triple, and tanker endorsements, without an airbrake restriction, is required at time of employment and for continuing employment.
- Must obtain and maintain all additional licenses, certifications, qualifications, and specialized training required for assigned duties and equipment, including applicable wildland fire qualifications and annual refresher training.
- Operation of vehicles and equipment is subject to applicable age restrictions, licensing requirements, qualifications, and demonstrated competency. Employees shall not operate vehicles or combinations for which they are not legally qualified or authorized.

Required Knowledge and Skills:

Principles, practices, methods, and procedures of automotive, diesel, and heavy equipment maintenance, diagnosis, troubleshooting, and repair, including gasoline and diesel engines, transmissions, drivetrains, hydraulic systems, electrical systems, braking systems, and associated mechanical components; electronic diagnostic equipment, computerized fleet maintenance management systems, maintenance scheduling software, and electronic equipment records; fleet management principles, including preventive maintenance programs, equipment lifecycle management, asset tracking, procurement, inventory control, maintenance cost analysis, replacement planning, and surplus equipment disposal; specialized maintenance, inspection, and testing requirements for public safety and emergency response vehicles, including law enforcement vehicles, ambulances, rescue vehicles, structural and wildland fire apparatus, fire pumps, and associated equipment, including applicable industry standards and documentation requirements; principles and practices of employee supervision, work planning, scheduling, performance evaluation, training, workplace safety, and personnel management in accordance with County policies and procedures; public purchasing practices, vendor and contractor coordination, budget preparation, expenditure monitoring, and capital equipment and facility planning; occupational safety requirements, safe shop operations, hazardous materials handling, and risk management practices applicable to vehicle maintenance, heavy equipment, and public safety operations; commercial driver training requirements, vehicle and equipment operator instruction, and applicable federal and state motor vehicle regulations; winter maintenance operations, snow removal equipment, and specialized tracked vehicle operation in mountainous terrain, remote locations, and adverse weather conditions.

Skills in:

Diagnosing complex mechanical, hydraulic, electrical, and electronic equipment failures; utilizing computerized diagnostic equipment, fleet maintenance management systems, electronic service information, and maintenance tracking software; determining appropriate repair methods, performing advanced maintenance and repair work, and providing technical direction to maintenance personnel; supervising, organizing, scheduling, training, and evaluating employees, establishing work priorities, coordinating resources, and

maintaining efficient fleet maintenance operations; evaluating vehicle and equipment condition, repair history, operating costs, and service life to develop maintenance priorities, procurement recommendations, and replacement plans; inspecting, maintaining, troubleshooting, and coordinating specialized repairs of public safety and emergency response vehicles, including conducting or overseeing fire apparatus pump performance testing and maintaining associated records; preparing and evaluating equipment specifications, coordinating purchases and vendor services, managing inventory and maintenance records, monitoring expenditures, and assisting with budget development and capital planning; developing and administering employee training programs, including entry-level commercial driver training, equipment operation, and workplace safety procedures; operating and instructing others in the safe use of specialized vehicles and equipment, including snow removal equipment and snowcats under severe winter weather and remote mountain conditions; identifying workplace hazards, applying appropriate safety practices, supporting risk management initiatives, and responding effectively to emergency and after-hours maintenance needs; communicating clearly and effectively, both orally and in writing, maintaining accurate records and reports, exercising sound judgment, resolving operational problems, and establishing cooperative working relationships with County departments, employees, contractors, vendors, emergency service personnel, and the public.

Special Requirements:

Pursuant to Eureka County policy, these positions are classified as safety sensitive, as such, employees must permanently reside in the Eureka area which will enable short response time to call outs.

Employee must be available for: on-call, standby and emergency call outs.

Physical/Mental Demands & Working Environment:

The position requires a combination of administrative, supervisory, and physically demanding mechanical work. Physical requirements include frequent standing, walking, bending, stooping, kneeling, crouching, climbing, reaching, pushing, pulling, and working in confined or awkward positions while inspecting, maintaining, and repairing vehicles and heavy equipment. The employee must possess sufficient strength, mobility, coordination, manual dexterity, and visual and auditory acuity to safely operate equipment, use hand and power tools, perform detailed mechanical work, and operate computerized diagnostic equipment. Duties may require frequent lifting and carrying of objects weighing up to 50 pounds and occasional handling of objects weighing up to 100 pounds.

Mental demands include the ability to analyze complex mechanical and operational problems, interpret technical information, establish priorities, supervise personnel, manage multiple assignments, and exercise independent judgment in determining repair methods, equipment readiness, and resource allocation. The employee must maintain accurate records, evaluate costs and equipment conditions, communicate effectively, and make timely decisions under changing operational demands. The position requires sustained attention to safety, detail, and equipment performance, particularly when working with emergency response vehicles, heavy equipment, and specialized machinery.

Work is performed in maintenance shops, offices, equipment yards, roadways, and remote field locations, including mountainous terrain and isolated County facilities. The employee may be exposed to moving machinery, heavy equipment, vehicle traffic, loud noise, vibration, exhaust fumes, fuels, lubricants, chemicals, dust, and other occupational hazards. Duties require working indoors and outdoors in extreme heat, cold, snow, ice, wind, and other adverse weather conditions. The position may require operating snow removal equipment and snowcats in deep snow, steep or uneven terrain, limited visibility, and severe winter conditions to access remote communications facilities.

The employee may be required to work irregular hours, evenings, weekends, holidays, and extended shifts; respond to emergency and after-hours maintenance needs; and travel to remote locations under difficult operating conditions. Work may involve time-sensitive repairs to law enforcement vehicles, ambulances, fire apparatus, and other equipment essential

to public safety and emergency response. The employee must be capable of maintaining situational awareness, exercising sound judgment, and following established safety procedures during routine and emergency operations.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

EUREKA
-COUNTY-

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Public Works Fleet Manager

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Public Works Mechanic I, II and III	**Department:**	Public Works
Classification Range:	Mechanic I, Salary Range E10	**Reports To:**	Public Works Fleet Manager
	Mechanic II, Salary Range E11	**FLSA:**	Non-Exempt
	Mechanic III, Salary Range E12	**Safety Sensitive:**	Yes
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose:
Public Works Mechanics perform preventive maintenance, inspections, troubleshooting, diagnostics, repairs, and fabrication on vehicles and equipment owned or operated by Eureka County. Equipment includes Public Works vehicles and heavy equipment, road graders, loaders, dozers, tractor-trailers, dump trucks, water trucks, snowplows and sanders, Sheriff's Office vehicles, ambulances, rescue vehicles, structural and wildland fire apparatus, generators, and other specialized support equipment. Work is performed at County maintenance facilities and in field locations throughout Eureka County, including Crescent Valley and remote areas, to maintain safe, reliable, and operationally ready equipment supporting road maintenance, public safety, emergency response, utilities, and other County services. Responsibilities include responding to equipment breakdowns and emergency maintenance needs, providing mechanical support during emergency incidents, and performing winter snow removal operations within the Eureka townsite. Positions are classified at the Mechanic I, II, or III level based on progressively increasing technical knowledge, experience, independence, and complexity of assigned work, ranging from routine maintenance under close supervision to advanced diagnostics, specialized repairs, and delegated technical leadership.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Public Works Mechanic I: This is the entry level classification of the Public Works Mechanic series. Employees perform routine preventative maintenance, inspections, servicing, and basic repairs on county vehicles under close supervision. Employees receive training and direction while developing the knowledge and skills necessary to perform increasingly complex maintenance and repair work.

- Represents Eureka County with dignity, integrity, professionalism, and a spirit of cooperation in all relationships with County departments, employees, vendors, and the public.
- Performs routine preventive maintenance and scheduled services on County vehicles and equipment, including oil and filter changes, fluid checks, lubrication of chassis, steering, suspension, and other serviceable components, and replacement of routine service parts in accordance with manufacturer recommendations and established procedures.
- Inspects vehicles and equipment for wear, damage, leaks, and operational deficiencies; documents findings and reports maintenance or safety concerns to the supervisor.
- Removes, installs, repairs, and replaces tires on light vehicles, heavy trucks, and equipment; checks tire condition and inflation, assesses repairability, determines appropriate repair methods, and services tire pressure monitoring systems (TPMS).
- Performs basic mechanical repairs and component replacements on gasoline and diesel-powered vehicles and equipment, including road maintenance equipment, public safety and emergency response vehicles, generators, and specialized support equipment. Performs basic maintenance and repair of heating, ventilation, and air conditioning (HVAC) systems under appropriate supervision.

- Performs basic troubleshooting of mechanical, electrical, hydraulic, and other equipment systems using manufacturer service information, repair manuals, schematics, and electronic service tools; identifies faults and communicates diagnostic findings.
- Installs and troubleshoots vehicle accessories and auxiliary systems, including VHF/UHF radios, emergency lighting, and sirens.
- Performs basic welding, cutting, and fabrication using shielded metal arc welding (SMAW), gas metal arc welding (GMAW), oxy-acetylene cutting, and plasma cutting equipment.
- Operates vehicles, heavy equipment, service trucks, and shop equipment as necessary to inspect, service, test, transport, or repair County equipment, within assigned duties and authorization, including performing field repairs and maintenance at remote locations.
- Performs basic overhead and mobile crane operations, rigging, and hoisting tasks, and assists with lowboy trailer operations for heavy equipment transport when properly trained and authorized.
- Responds to equipment breakdowns and emergency maintenance needs and performs snowplowing and winter snow removal operations within the Eureka townsite as assigned.
- Accompanies authorized snowcat operators on trips to remote mountain repeater and communications sites to assist with equipment maintenance, transportation support, and emergency access operations as assigned. Does not independently operate the snowcat to transport contractors or other personnel.
- Maintains accurate electronic work orders and records of labor, parts, supplies, services performed, and equipment conditions using the County's computerized maintenance management system (CMMS); orders necessary parts and supplies as authorized and communicates inventory needs to the supervisor.
- Maintains shop areas, tools, service vehicles, and equipment in a clean, orderly, and safe condition and establishes effective working relationships with coworkers, County departments, vendors, and the public.
- Responds to wildland fires and other emergency incidents to provide on-site mechanical support for County operations, including emergency maintenance, repairs, and assistance with the recovery of disabled County vehicles, fire apparatus, and equipment.
- Performs other related duties as assigned.

Public Works Mechanic II: This is the journey level classification of the Public Works Mechanic series. In addition to performing the duties of Public Works Mechanic I, employees at this level independently perform maintenance, diagnostics, and repairs on a broad range of county vehicles and equipment under general supervision. Employees are expected to diagnose and resolve moderately complex problems, determine appropriate repair methods, and complete assignments with limited direction. Employees receive advanced training and direction to complete increasingly complex maintenance and repair work. The most complex diagnostics and repair problems may be referred to the Public Works Mechanic III or Fleet Manager.

- Performs all essential functions of Public Works Mechanic I, with increased independence and responsibility for diagnosing, planning, and completing maintenance and repairs on County vehicles and equipment, except that snowcat operation is governed by the specific qualifications and authorization established for this classification.
- Performs drivability diagnostics and testing on gasoline and diesel engines using manufacturer electronic diagnostic equipment, factory service tools, and technical information.
- Diagnoses and repairs modern Tier 4 Final diesel engines and emissions aftertreatment systems, including related electronic controls and components.
- Diagnoses and repairs vehicle and equipment electrical systems, electronic controls, and communication networks.
- Performs component replacement, internal engine and powertrain repairs, and advanced troubleshooting and repair of vehicle and heavy equipment HVAC systems.
- Performs advanced welding, cutting, and fabrication beyond basic repair tasks, including tungsten inert gas (TIG) welding of aluminum and stainless steel.
- Diagnoses, repairs, and installs specialized vehicle accessories and auxiliary systems, including wheelchair lifts and related equipment.

- Performs inspections and operational testing following repairs to verify proper function and safe operating condition before returning vehicles and equipment to service.
- Independently performs field service, diagnostics, and mobile repairs on County vehicles and equipment, including road maintenance equipment, law enforcement vehicles, ambulances, structural and wildland fire apparatus, generators, and specialized support equipment at remote County locations.
- Performs complex overhead and mobile crane rigging and hoisting operations, including work involving dynamic loads, and operates lowboy trailers for heavy equipment transport when trained and authorized.
- Assists with recovery of disabled or stuck vehicles and heavy equipment when trained and authorized.
- Operates the County snowcat to transport contractors, County employees, and other authorized personnel to remote mountain repeater and communications sites for maintenance, repairs, and emergency access. Performs these operations in mountainous terrain, deep snow, limited visibility, and adverse winter weather conditions when properly trained and authorized.
- Researches replacement parts, determines cost and availability, evaluates repair options, and communicates recommendations concerning repair methods, outside services, and equipment replacement.
- Provides technical assistance and guidance to Mechanic I employees as needed.
- Performs other related duties as assigned.

Public Works Mechanic III:

This is the advanced journey level classification of the Public Works Mechanic series. In addition to Mechanic I & II duties, employees at this level work under limited supervision, function in a lead technical role, and perform the most difficult and complex mechanical work requiring specialized knowledge and skills. Employees receive advanced training and direction to keep technical abilities as such that we reduce reliance on contractors. They independently diagnose complex equipment failures, determine repair methods, plan and coordinate repair work, and assist with obtaining the parts, material, and specialized services when necessary to complete repairs. Employees may also serve as acting Fleet Manager during temporary absences, assuming delegated duties and responsibilities as needed to maintain continuity of shop operations.

- Performs all essential functions of Public Works Mechanic I and II, independently completing the most difficult and complex mechanical, electrical, hydraulic, and electronic diagnostic and repair assignments.
- Performs advanced troubleshooting and diagnostics using manufacturer technical information, specialized diagnostic equipment, and electronic service software to identify and resolve complex failures involving County vehicles, heavy equipment, public safety and emergency response apparatus, generators, and specialized support equipment.
- Performs specialist-level diagnostics and repairs on modern Tier 4 Final diesel engines, electronic engine management systems, and emissions aftertreatment systems.
- Performs advanced diagnostics and repairs on vehicle and equipment electronic systems, including electronic control module programming, software updates, component calibration, and integrated vehicle and equipment communication networks.
- Assists in the design and completion of complex fabrication projects and specialized components; performs advanced welding and fabrication, including cast iron weld repairs.
- Identifies when advanced machining, component rebuilding, or specialized outside services are necessary and communicates recommendations to the Fleet Manager.
- Independently evaluates complex equipment failures, determines appropriate repair methods, identifies required parts, materials, tooling, and specialized services, and coordinates repair requirements with the Fleet Manager.
- Plans and performs safe recovery operations for disabled or stuck vehicles and heavy equipment, coordinating operational assessments and recovery requirements with the Fleet Manager and appropriate Road Department personnel.
- Performs advanced overhead and mobile crane rigging and hoisting operations, including estimating load weights, planning multi-crane lifts, and accounting for dynamic loads.

- Operates County transport equipment to move vehicles and heavy equipment between field locations, maintenance facilities, and outside repair facilities.
- Operates the County snowcat to transport contractors, County employees, and other authorized personnel to remote mountain repeater and communications sites for maintenance, repairs, and emergency access under severe winter conditions when properly trained and authorized. Provides technical assistance and operational guidance to other designated snowcat operators as assigned.
- Provides advanced technical guidance, troubleshooting assistance, and on-the-job instruction to Mechanic I and II employees to support technical development and reduce reliance on outside repair services.
- Performs delegated Fleet Manager duties during temporary absences, assisting with shop operations, maintenance priorities, and coordination of work requirements to maintain continuity of service within assigned authority.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience:

Public Works Mechanic I:

High school diploma or GED and a minimum of two (2) years of supervised experience in the maintenance, diagnosis, and repair of gasoline and diesel engines, vehicles, or heavy equipment; or an equivalent combination of relevant technical education, vocational training, apprenticeship, and experience. Automotive Service Excellence (ASE) certifications or manufacturer-specific technical training are desirable.

Public Works Mechanic II:

High school diploma or GED and a minimum of three (3) years of progressively responsible experience in the maintenance, diagnosis, and repair of gasoline and diesel engines, vehicles, heavy equipment, and related mechanical systems, including completion of a recognized automotive, diesel, or heavy equipment repair apprenticeship program; or an equivalent combination of technical education, recognized certifications, specialized training, and experience. ASE certifications, manufacturer-specific training, or equivalent recognized technical credentials are desirable.

Public Works Mechanic III:

High school diploma or GED and a minimum of four (4) years of progressively responsible experience in automotive, diesel, or heavy equipment maintenance and repair, including advanced diagnostics and complex mechanical, electrical, hydraulic, and electronic system repairs. Requires recognized technical certifications in heavy equipment engines, powertrain systems, advanced automotive repair (including ASE certifications), manufacturer-specific diagnostic systems, or an equivalent combination of technical education, specialized training, certifications, and experience.

Required Certificates, Licenses, and Registrations: Continued employment is contingent upon all required licenses and certifications being maintained.

- **Public Works Mechanic I:**
- Possession of a valid Nevada driver's license and a Class A Commercial Learner's Permit (CLP) at the time of employment.
- Must obtain a Nevada Class A Commercial Driver's License (CDL) with Doubles/Triples and Tank Vehicle endorsements, without an air brake restriction, within six (6) months of employment.
- **Public Works Mechanic II and III:**

- Possession of a valid Nevada Class A Commercial Driver's License (CDL) with Doubles/Triples and Tank Vehicle endorsements, without an air brake restriction, is required at the time of employment.
- **Additional Requirements – All Public Works Mechanic Classifications:**
- Must maintain the required Class A CDL and endorsements as a condition of continuing employment following the applicable qualification deadline.
- Must obtain and maintain all additional licenses, certifications, qualifications, and specialized training required for assigned duties and equipment, including applicable wildland fire qualifications and annual refresher training.
- Operation of vehicles and equipment is subject to applicable age restrictions, licensing requirements, qualifications, and demonstrated competency. Employees shall not operate vehicles or combinations for which they are not legally qualified or authorized.

Required Knowledge and Skills:

Knowledge of: Principles, methods, and practices of automotive, diesel, and heavy equipment maintenance and repair, including gasoline and diesel engines, transmissions, drivetrains, braking systems, electrical and electronic controls, hydraulic systems, fuel systems, HVAC systems, generators, pumps, and associated mechanical components; preventive maintenance procedures, equipment inspections, and manufacturer service requirements; technical manuals, electrical and hydraulic schematics, computerized diagnostic equipment, electronic service information, and computerized maintenance management systems (CMMS); welding, cutting, fabrication, and basic machining methods; specialized vehicles and equipment supporting County road maintenance, law enforcement, emergency medical services, structural and wildland firefighting, rescue operations, utilities, and remote communications facilities; safe operation of shop equipment, cranes, rigging equipment, heavy equipment transports, and service vehicles; occupational hazards, workplace safety practices, and applicable federal, state, and County requirements; vehicle and equipment recovery methods, field maintenance procedures, winter maintenance operations, snow removal equipment, and snowcats; and County policies, procedures, and documentation requirements.

Skills in: Inspecting, maintaining, troubleshooting, diagnosing, and repairing gasoline and diesel-powered vehicles, heavy equipment, generators, and associated mechanical, electrical, hydraulic, and electronic systems; using hand and power tools, electronic diagnostic equipment, manufacturer-specific service software, and computerized maintenance management systems; interpreting technical manuals, schematics, diagnostic information, and equipment specifications to identify failures and determine appropriate repairs; performing welding, cutting, fabrication, component replacement, and equipment servicing appropriate to the assigned classification; safely operating and maintaining service vehicles, shop equipment, cranes, rigging equipment, heavy equipment transports, and snow removal equipment within assigned duties and authorization; performing field repairs and responding to equipment breakdowns in remote locations and adverse weather conditions; maintaining accurate work orders, equipment records, parts usage, and maintenance documentation; evaluating repair options, identifying required parts and materials, and communicating maintenance needs and recommendations to the Public Works Fleet Manager; working independently at the level appropriate to the classification, completing assignments efficiently and safely, and providing technical assistance to less experienced employees as assigned; communicating effectively, exercising sound judgment, following established safety procedures, and maintaining cooperative working relationships with County employees, supervisors, vendors, contractors, and the public.

Public Works Mechanic I: Requires foundational knowledge of vehicle and equipment maintenance, basic diagnostics, shop safety, and the ability to perform routine maintenance and repairs under close supervision.

Public Works Mechanic II: Requires journey-level knowledge of automotive, diesel, and heavy equipment systems, including advanced diagnostics, electronic controls, Tier 4 Final diesel engines, HVAC

systems, and specialized welding and fabrication. Must independently diagnose and repair moderately complex equipment problems under general supervision.

Public Works Mechanic III: Requires advanced knowledge of computerized diagnostic systems, manufacturer-specific software, electronic module programming and calibration, complex mechanical and hydraulic systems, advanced fabrication, equipment recovery, and specialized rigging. Must independently resolve complex equipment failures, plan repairs, and provide technical guidance to lower-level mechanics.

Special Requirements:
Employee must be available for: on-call, standby and emergency call outs.
Pursuant to Eureka County policy, these positions are classified as safety sensitive, as such, employees must permanently reside in the Eureka area which will enable short response time to call outs.

Physical/Mental Demands & Working Environment:
The position requires considerable physical strength, stamina, mobility, coordination, and manual dexterity to inspect, maintain, troubleshoot, and repair vehicles and heavy equipment. Physical demands include frequent standing, walking, bending, stooping, squatting, kneeling, crouching, crawling, climbing, reaching, pushing, pulling, and working in confined or awkward positions, including lying beneath vehicles and equipment for extended periods. Duties require frequent lifting and moving of objects weighing up to fifty (50) pounds and occasional handling of objects weighing up to one hundred (100) pounds. Adequate vision, including close vision, color differentiation, and the ability to adjust focus, and hearing sufficient to identify changes in engine and equipment operation are required.

Mental demands include the ability to understand and interpret technical manuals, mechanical specifications, electrical and hydraulic schematics, and computerized diagnostic information; identify equipment failures; evaluate repair alternatives; and determine appropriate maintenance and repair methods. Employees must maintain accurate records, organize assigned work, exercise sound judgment, and remain attentive to safety while operating machinery, handling hazardous materials, and performing repairs. Increasing levels of independent decision-making, technical problem-solving, and responsibility for complex repairs are required at the Mechanic II and III classifications.

Work is performed in maintenance shops, equipment yards, roadways, and remote field locations throughout Eureka County, including Crescent Valley and isolated mountainous areas. Employees are exposed to moving machinery, heavy equipment, vehicle traffic, loud noise, vibration, exhaust fumes, petroleum products, fuels, lubricants, chemicals, dust, and other occupational hazards. Duties require working indoors and outdoors in extreme heat, cold, snow, ice, wind, and other adverse weather conditions. Employees may be required to perform field repairs, recover disabled equipment, and travel long distances to transport vehicles, obtain parts, or provide maintenance support.

The position requires responding to equipment breakdowns, emergency maintenance needs, and winter snow removal operations, including work during evenings, weekends, holidays, and irregular or extended hours. Duties may involve traveling to remote mountain communications facilities by snowcat, operating or assisting with specialized equipment, and working in deep snow, steep or uneven terrain, limited visibility, and severe winter weather conditions. Employees must maintain situational awareness, follow established safety procedures, and perform assigned duties safely under routine and emergency operating conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

EUREKA
-COUNTY-

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Public Works Mechanic I
☐ Public Works Mechanic II
☐ Public Works Mechanic III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Road Supervisor	**Department:**	Public Works
Classification Range:	Range E16	**Reports To:**	Assistant Public Works Director – Project Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose:

Under the administrative direction of the Assistant Public Works Director - Project Manager, the Road Supervisor provides high level supervision and leadership over County road operations in accordance with NRS 403. This position is responsible for planning, coordinating, and overseeing the construction, maintenance, and repair of County roads and related infrastructure across all areas of Eureka County, including Eureka, Crescent Valley, and surrounding areas. The Road Supervisor directly supervises road department staff and ensures that daily operations are conducted safely, efficiently, and in compliance with applicable regulations.

The Road Supervisor plays an active role in budget preparation, equipment procurement, resource allocation, and strategic infrastructure planning, including input on capital improvements and operational priorities. The position exercises a high degree of independent judgment in decision making and is expected to identify and resolve challenges with minimal oversight.

The Road Supervisor also serves as a key liaison between Eureka County and federal, state, and local agencies for coordination on road maintenance activities, wildland fire suppression support, and other emergency response and interagency efforts affecting County roads. Given that County roads are public roads, this position requires frequent and professional interaction with the public to address road concerns, respond to service requests, and provide information.

The position is responsible for workforce development, including training, safety compliance, performance management, and adherence to regulatory and licensing requirements. The Road Supervisor supports the Assistant Directors, Public Works Director, and Board of County Commissioners by providing expert input on road conditions and by preparing reports and recommendations for public meetings and internal planning. In the absence of the Assistant Public Works Director - Project Manager, the Road Supervisor will serve in their place to maintain operational continuity.

Essential Functions:

The 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 skill.

- Represents the Department to other County departments, elected officials, boards and commissions, and outside agencies. Represents the County with dignity, integrity, and the spirit of cooperation in all relationships with staff and the Public.
- Develops goals and objectives for the Road Department consistent with Board of County Commissioners' policies and responsibilities outlined under NRS 403; maintains records of all road maintenance activities and reports monthly to the Board of County Commissioners.
- Actively participates in the development and administration of the Road Department budget; forecasts staffing, equipment, material, and supply needs; monitors expenditures to ensure efficient use of public funds.
- Provides recommendations for long term capital improvement projects based on road conditions, safety priorities, equipment life cycles, and public feedback.

- Serves as the operational lead during weather emergencies, road closures, and fire-related incidents within Eureka County; coordinates response with external agencies and County leadership.
- Manages procurement processes and inventory of Road Department equipment, materials, tools, and supplies; evaluates usage, schedules maintenance and replacement, and ensures secure storage.
- Develops and implements training programs to ensure staff proficiency in equipment operation, safety, and regulatory compliance; verifies staff certifications and licenses and serves as competent person for gravel pit operations.
- Selects, trains, and evaluates personnel; sets performance standards; addresses employee concerns; and takes corrective or disciplinary actions as needed.
- Plans, schedules, and organizes staff activities; coordinates Road Department operations with other departments, utilities, and contractors.
- Manages departmental policies, procedures, and safety protocols to improve service delivery and operational effectiveness.
- Communicates road project updates and service disruptions to the public; maintains frequent professional interaction; responds to complaints and service requests; and provides advice and consultation to the Public Works Director and County Commissioners.
- Acts as liaison with other counties and regional, state, and federal agencies on Road Department and wildland fire suppression activities.
- Develops, maintains, and tracks all MOUs related to County road use, maintenance responsibilities, and cost sharing agreements; ensures compliance and facilitates annual review meetings.
- Provides support for landfill covering and closure operations in Eureka and transfer site operations in Crescent Valley.
- Prepares reports and correspondence for government agencies, developers, and County leadership; uses computer software as needed.
- Attends and participates in professional meetings; remains current on trends and innovations in road maintenance, public works, and utility operations.
- Performs hands-on maintenance and construction tasks as needed; operates all types of equipment used by the County.
- Supervises grave excavation and backfilling in cemeteries according to safety standards and burial schedules; ensures proper site restoration.
- Performs related duties and responsibilities as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High school diploma or GED and a minimum of five (5) years of progressively responsible experience in road maintenance or construction, including at least two (2) years in a supervisory or lead capacity with responsibility for planning and overseeing projects, and managing staff.
An Associate's degree or equivalent technical certification in civil engineering technology, construction management, or a closely related field is highly desirable and may substitute for up to two (2) years of the required experience.
Experience managing department budgets, equipment fleets, and formal agreements with state or federal agencies is desirable. Familiarity with the roads, infrastructure, and the operational environment of Eureka County is required.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possess and maintain a valid Nevada State Class A driver's license with Doubles/Triples, and Tanker endorsements for County designated equipment to be operated.
- Within one (1) year of hire, must complete Basic and Advanced Essential Management Training.
- Within one (1) year of hire, completion of National Traffic Incident Management and NSC Traffic Control Technician Training
- Within one (1) year of hire, completion of the OSHA 30-Hour Construction Safety Certification.
- Within one (1) year of hire, completion of FEMA Incident Command System (ICS) 100, 200, and 700.
- Obtain and maintain applicable wildland fire qualifications and annual refresher training as required for assigned duties.
- Within one (1) year of hire, completion of special chemical applicator license.
- Complete and maintain applicable Mine Safety and Health Administration (MSHA) Part 46 training, including new miner or experienced miner training, as applicable, and annual refresher training, prior to performing duties at County gravel pit operations.

Required Knowledge and Skills:

Knowledge of:

Principles and practices of public works administration, road construction, maintenance, and repair operations; methods, materials, and equipment used in grading, paving, drainage, traffic control, snow removal, and related road maintenance activities; heavy equipment operation, maintenance, and fleet management; public budgeting, procurement, resource allocation, and project coordination; applicable federal, State, and County laws, codes, regulations, and technical standards, including MUTCD requirements; employee supervision, personnel management, training, and workplace safety; and applicable OSHA and MSHA safety requirements.

Skills in:

Plan, organize, direct, and evaluate Road Department operations, projects, and personnel; exercise individual initiative, independent judgment, and discretion in performing assigned duties, including confidential matters; define problems, collect and analyze information, establish facts, and draw valid conclusions; accurately interpret and apply laws, codes, regulations, policies, and procedures; develop and administer budgets, manage equipment and resources, and coordinate maintenance and construction activities; safely operate and inspect assigned vehicles and heavy equipment and train personnel in their proper use; supervise, evaluate, and develop assigned employees; prepare reports and effectively communicate with County officials, boards, agencies, and the public; establish and maintain effective working relationships; effectively represent the County in situations that may be adversarial or stressful; manage competing priorities and respond to emergencies; identify workplace hazards and implement corrective actions; and coordinate activities with other departments, contractors, and regulatory agencies.

Special Requirements:

- Pursuant to Eureka County policy, these positions are classified as safety sensitive, as such, employees must permanently reside in the Eureka area which will enable short response time to call outs.
- Employee must be available for: on-call, standby and emergency call outs.
-

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Work is performed in both office and field environments, requiring periods of sitting, standing, walking, and operating motor vehicles and heavy equipment. Field assignments require walking on uneven terrain, climbing, bending, kneeling, stooping, reaching, and performing physical labor associated with road construction, maintenance, and repair activities. The position requires the ability to regularly lift, carry, push, or pull materials and equipment weighing up to fifty (50) pounds and occasionally handle loads weighing up to one hundred (100) pounds.

Work may involve exposure to moving machinery, heavy equipment, traffic hazards, construction and maintenance activities, noise, vibration, dust, fumes, hazardous materials, and adverse weather conditions, including extreme heat, cold, snow, and ice. Assignments may require working at heights, in excavations, around gravel pit operations, and in confined spaces when properly trained and authorized. Travel throughout Eureka County, including remote locations and unimproved roadways, is required.

Mental demands include the ability to analyze technical, operational, financial, and administrative information; exercise independent judgment and discretion; supervise personnel; manage multiple maintenance and construction activities; establish priorities; meet deadlines; resolve complex problems; and make decisions under stressful or potentially hazardous conditions. The position requires effective communication, sustained attention to detail, situational awareness, and the ability to respond appropriately to emergencies and changing field conditions.

Work is generally performed during regular business hours; however, the incumbent must maintain flexibility in scheduling and availability to meet departmental responsibilities, including after-hours callouts, emergency road closures, snow removal, flooding, wildland fire support, and other operational needs that may require work during evenings, weekends, and holidays.

Regular travel throughout the County and availability for after hours response and emergency callouts is required.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Road Supervisor

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Civil Processor – Records Technician I-III	**Department:**	Sheriff Office
Classification Range:	Civil Processor – Records I, Salary E09	**Reports To:**	Communications Supervisor
	Civil Processor Records II, Salary E10	**FLSA:**	Non-Exempt
	Civil Processor – Records III, Salary E11	**Safety Sensitive:**	Yes
		Probation Period:	12 Months
		Adopted/Revised:	

Summary of Job Purpose: Serving as a Records/Civil Processor are under general supervision, requires the processing of civil process papers/records maintenance for Eureka County as provided for in the Nevada Revised Statutes, answers inquiries for information from the general public as well as other criminal and non-criminal justice agencies and maintains, types, and files various records and documents; interacts with the general public, criminal, and non-criminal justice agencies in person and via telephone.

Essential Functions: *The 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 skill.*

Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Records/Civil Processor I:

- Custodian of Records for any and all Sheriff's Office Records.
- Examines various legal documents for sufficiency, completeness and adherence to laws, codes and recording requirements; processes records checks and reports; prints copies of reports as required.
- Ensures proper audit and processing of information for the District Attorney's Office and the Courts; seals information as instructed.
- Review, manages and distributes digital information from body cameras, vehicle recording systems, closed circuit cameras and all electronic voice recordings.
- Review, digitize and manage all archived Sheriff's Office records.
- Maintain the ability to testify as a credible witness in court.
- Complete records requests for information.
- Processes civil papers, various writs, garnishments, receives and prepares various forms of enforceable and non-enforceable legal documents for service of process by logging them into the Records Management System and documenting the service of same.
- Locate/research persons on available information and attempts to obtain correct addresses if services addresses are incorrect or in the defendant/respondent has relocated

- Acts as receptionist, answering phones and directing callers to the appropriate office or individual; answers routine inquiries; handles walk-in customers, answering their questions or directing them to the appropriate department or individual;
- Establishes, maintains, and revises filing and archiving systems; purges files as necessary; instructs others in establishing related files;
- Searches files and records for information needed by other staff; sorts, categorizes, and files documents and records; but not for curiosity purposes.
- Serves in office civil process papers as required by NRS Statute
- Drives a motor vehicle to and from other County locations in order to deliver inter-office documents, or provide Civil services to the Crescent Valley substation
- Complete returns and other legal papers on the service of civil documents as necessary
- Conducts execution sales
- Assist with incoming telephone calls and front counter duties as necessary;
- Complies with Eureka County policies and departmental procedures
- Service of liquor and gaming licenses, collection of fees on a quarterly basis.
- Performs various administrative duties in supporting unit functions, i.e., opening and distributing mail, data entry, stamping traffic transactions, filing documentation, copying, maintaining logs and receipts, and compiling service packets.
- Researches, compiles, and prepares files and documents within the Records/Civil Division.Maintains security, integrity, and confidentiality of records/civil process data according to prescribed unit policy, procedures and applicable regulatory standards.
- Managing, monitoring, and conducting Sheriff sales, tax collection, property sales and foreclosures, executions, and collection of statutory fees;
- Collecting and documenting money collected on all writs, warrants and foreclosures;
- Reviewing all processes for the correctness of the order contained;
- Entering and maintaining data and records into specialized computerized files;
- Responding by phone, mail and in person to inquiries and other requests;
- Interacting in a professional manner with the public, staff, inmates and other government agencies;
- Maintaining professionalism in dealing with confidential and sensitive matters while providing excellent customer service;
- Ensuring the Sheriff's Office policies and procedures are followed and the Communications Supervisor is advised of any unusual occurrence or concern;
- Maintaining ability to testify as a credible witness in court;
- If Communications Supervisor, TAC or ATAC is not available administer the Carry Concealed Weapon (CCW), Work Cards, Canvassers License, Dog License applications

- Handles all accounts payable, Vouchers (PO, Credit Cards, Invoices, Per Diam ect)
- Bookkeeping for the Eureka County Sheriff's Office
- Assist with civilian fingerprinting, if deputies are not available.
- Provide notary services to the Sheriff's Office personnel on required documents.
- Provide notary services to the citizens and visitors of Eureka County on requested documents.
- Maintain agency training records, is POSTs SPOC (single point of contact) for training records
- Performs other duties as assigned and directed by the leadership of the Sheriff's Office.
- Records and Civil Processors will be cross trained in the duties of each position.

Records/Civil Processor II:

- In addition to performing duties assigned to Records/Civil Processor I
- Develops, recommends and implements improved operating procedures, forms and work processes. Maintains retention schedules and records destruction time frames.
- Public Information Officer, Basic Certification
- Complete IS-100.C: Introduction to the Incident Command System, ICS 100

Records/Civil Processor III:

- In addition to performing duties assigned to Records/Civil Processor II
- 2 years min Public Information Officer Basic Certification
- Serves as Public Information Officer under the direction of the Sheriff and has acquired the Advanced Certification, as well as maintained said certification.

QUALIFICATIONS**Knowledge and Ability:**

Knowledge of administrative techniques used in office management, data collection, and report writing; computer systems applications, department practices, procedures, services, and regulations; office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; correct English usage, including spelling, grammar, and punctuation; business arithmetic, techniques for dealing with the public, in person or over the phone. Record keeping methods and practices, and Nevada Revised Statutes, changing laws and procedures; Civil CIJ Certification,; A*bility to* establish and maintain professional working relationships with the public; ability to use common office equipment including a personal computer.

Ability to work independently; plan and organize work; understand and apply rules, codes, regulations, and procedures; gather and summarize a variety of data and prepare appropriate reports; independently perform special and ongoing projects; operate standard office equipment including a word processor or computer terminal; develop, organize, and maintain accurate files and records; provide information both in person and on the telephone; type at a rate sufficient to perform assigned duties.

Special Requirements:
Twenty One (21) Years of Age; High School Diploma; Ability to pass a background investigation to qualify for and maintain certifications to operate NCIC, CJIS, and related computers. Must have valid Nevada Drivers' License

Additional Requirements: Be loyal to the lawful interests and needs of organization; be subordinate and comply in letter and spirit with lawful organizational directives; be available by coming to work on time and be available for work while at work; be medically, physically, mentally and psychologically prepared for work; be productive by giving a full day's work and working in a safe, efficient and effective and the manner in which you conduct yourself, on duty and off duty; be respectful to all, nice to work with and promote a harmonious working environment.

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

Complete required CJIS certification and annual re-certification. General clerical work experience which involves record keeping and public contact. The Records/Civil Processor position requires data entry, driving, vision, hearing, and standing, walking, bending, stooping, and going up stairs. May be exposed to hazardous conditions, extreme weather conditions, infectious diseases, air.

PHYSICAL REQUIREMENTS: The physical requirements described herein are representative of those that must be met by employees to successfully perform the essential functions of this position.

Tasks involve the ability to exert light physical efforts in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling or objects and materials of light weight (5-10 pounds). Tasks are performed in outdoor and indoor environments. Due to the nature and location of work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g. heat, humidity, inclement weather, hostile persons, hostile animals. Tasks include regular exposure to traffic conditions, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal; perform manual tasks using hand tools, perform repetitive motions including sweeping; strength to lift and carry supplies, tools, and equipment weighing up to forty (40) pounds; visual acuity sufficient to see work performed in a variety of lighting conditions, including bright light, low light, and low visibility conditions.

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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Civil Processor - Records

☐ Civil Processor – Records Technician I
☐ Civil Processor – Records Technician II
☐ Civil Processor – Records Technician III

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also Acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Code Enforcement Officer and Civil Processor	**Department:**	Eureka County Sheriff's Office
Classification Range:	E10	**Reports To:**	Lieutenant
		FLSA:	
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	

Summary of Job Purpose:

Under general supervision, performs inspections and enforcement activities related to all county ordinances, on public and private property. Enforces applicable laws and ordinances and regulations, issues notices and citations, coordinates abatement actions, and works collaboratively with Public Works and the District Attorney's Office.

Distinguishing Characteristics:

This position is responsible for creating and maintaining effective community relations, educating the public and associated entities on laws and ordinances. The position requires field-based inspection work, evidence documentation, and interaction with property owners, renters, residents, and legal authorities. The role may operate independently on routine matters and handle more complex or contested cases in coordination with legal counsel.

Essential Functions: *The 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 skill.*

- Acts as liaison with the public, other agency departments, law enforcement agencies, judicial entities, attorneys, judges, governmental agencies and other entities involved in the application of ordinances and service of process.
- Represents the County with integrity, a spirit of cooperation, and dignity in all relationships with staff and the public.
- Inspects public and private property to ensure compliance with county ordinances, including laws and regulations related to public health and community standards.
- Responds to complaints and reports of ordinance violations; conducts field investigations, interviews complainants and witnesses, and documents findings.
- Identifies violations and other conditions posing public health or environmental hazards.
- Issues notices of violation, citations, and compliance orders; explains corrective actions, timelines, and appeal processes to responsible parties.
- Collects, photographs, and preserves evidence; prepares written reports, case files, and enforcement documentation.
- Coordinates with Public Works staff others regarding cleanup, remediation, and abatement actions; monitors compliance.
- Works closely with the District Attorney's Office and/or legal counsel; prepares case materials, provides testimony, and appears in hearings or court as required.
- Maintains accurate records of inspections, enforcement actions, and case outcomes using manual and computerized systems.
- Provides information and assistance to the public regarding regulations, requirements, and compliance options.
- Participates in education and outreach efforts related to county ordinances, state and federal laws and community standards.
- This position also performs Civil Process functions and provides operational support to the Sheriff's Office as needed, consistent with the employee's qualifications, certifications, and training.
- Assist with incoming telephone calls and front counter duties as necessary.

- Locates persons on available information and attempts to obtain correct addresses if services addresses are incorrect or in the defendant/respondent has relocated.
- Service of liquor and gaming licenses, collection of fees on a quarterly basis.
- Performs various administrative duties in supporting unit functions, i.e., opening and distributing mail, data entry, stamping traffic transactions, filing documentation, copying, maintaining logs and receipts, and compiling service packets.
- Maintains security, integrity, and confidentiality of civil process data according to prescribed unit policy, procedures and applicable regulatory standards.
- Obtaining and maintaining the working knowledge of duties;
- Collecting, providing receipt, documenting, and placing into drop box the Water bills for Eureka Public Works
- Reviewing all returns of processes for the correctness of the order contained;
- Following-up, resolving, or referring complaints or concerns to appropriate supervisor;
- Entering and maintaining data and records into specialized computerized files;
- Responding by phone, mail and in person to inquiries and other requests;
- Interacting in a professional manner with the public, staff, inmates and other government agencies;
- Maintaining professionalism in dealing with confidential and sensitive matters while providing excellent customer service;
- Ensuring the Sheriff's Office policies and procedures are followed and the supervising Sergeant is advised of any unusual occurrence or concern;
- Maintaining ability to testify as a credible witness in court;
- Assists in filling out paperwork and collecting payment for Carry Concealed Weapon (CCW) , Work Cards, Canvassers License
- Provide notary services to the Sheriff's Office personnel and Public on required documents.
- Performs other duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Knowledge of:

- Principles and practices of ordinance enforcement and public health regulations.
- Applicable local, state, and federal regulations.
- Investigation techniques, evidence documentation, and report preparation.
- Enforcement procedures, citation processes, and basic legal principles related to ordinance enforcement.
- Computer applications related to recordkeeping, reporting, and data retrieval.
- Record keeping methods and practices, ordinances, and Nevada Revised Statutes, changing laws and procedures; Civil CIJ Certification.
- Liquor and gaming licensing and fee schedules.

Skill to:

- Conduct inspections and investigations in a fair, consistent, and professional manner.
- Communicate enforcement requirements clearly and tactfully with diverse populations.
- Prepare clear, accurate, and legally defensible documentation.

Ability to:

- Learn to interpret and apply ordinances.

- Identify conditions posing public health or risks.
- Work independently in the field and exercise sound judgment.
- Establish and maintain effective working relationships with coworkers, legal representatives, and the public.
- Communicate clearly and concisely, both verbally and in writing. Operate standard office equipment including a computer, copier, multi-line phone and cell phone.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession of a valid Nevada driver's license at time of appointment and throughout employment.
- Pursues continuing education related to public rules, laws and ordinances.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or its equivalent, supplemented with some college level coursework in building, planning, criminal justice, or related field **and** two years of work experience which required the frequent interpretation, explanation, or enforcement of varied codes and regulations, including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Physical/Mental Demands & Working Environment:

The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.

Mobility to work in a typical office setting, use standard office equipment and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect various properties or other facilities which may include standing for extended periods of time, stooping, kneeling, and walking on uneven terrain. Strength to lift and carry up to 30 pounds at times. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Work is performed under the following conditions:

Majority of work is conducted outside in all types of weather conditions. Work is performed on public and private property and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic, and caustic chemicals. Position will require travel by car from the office to a work site.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

EUREKA
-COUNTY-

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Communications Supervisor	**Department:**	Sheriff's Office
Classification Range:	E13	**Reports To:**	Undersheriff
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	12 Months
		Adopted/Revised:	

Summary of Job Purpose:

Under limited supervision, supervises the operations and staff of the Communications center, Records, and Civil Department; coordinates the processing of files and documents; acts as liaison with the Nevada State Criminal History Repository and Department of Public Safety's Program Development and Compliance Division; acts as a telecommunicator as needed.

Essential Functions:

The 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 skill.

This is the supervisory class of the Eureka County Communications Center. This class is distinguished from the Telecommuicator I/II/III classes by having the responsibility for first line supervision of communications staff, scheduling, training and operations of the communications center.

The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are <u>least</u> likely to be essential functions for this position.

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Develops Communications' staff schedules and coordinates staff to ensure effective coverage of all shifts.
- Coordinates work to be done by communications staff and assigns staff to special projects.
- Assesses training, travel, and staffing needs.
- Evaluates communications staff through periodic performance evaluations; issues warnings and reprimands, verbal and written, for inadequate performance and improper behavior. Provides Quality Assurance (QA), Quality Improvement (QI) in an objective, positive, constructive manner for the development of Telecommunicator I, II, III's performance.
- Evaluates testing results and applications/resumes for consideration of new communications staff; listens and responds to communications staff problems, concerns, and complaints.
- Assists administration with payroll and timecard processing, accounts receivable and payable.
- Develops, implements and manages work rules and performance standards; develop plans for achieving program objectives and operational goals; develops short-and long-term plans; develops and implements project management systems.
- Performs background investigations of applicants for employment, liquor licenses, carry concealed weapon (CCW) and others as policy dictates; assists administration with hiring procedure such as placing ads, coordinating testing and oral board interviews; verifies returned background packets for all applicants and persons making application for various permits. Processes applications for various permits.
- Serves as the Terminal Agency Coordinator, acting as liaison with the Department of Public Safety's Program Development and Compliance Division; ensures that all policy and procedures are followed regarding access to

the informational database systems maintained by the FBI, National Crime Information Center(NCIC), State of Nevada (NCJIS), and International Criminal Justice & Public Safety Network (NLETS); ensures the final dispositions from all jurisdictional courts are submitted to the Nevada Criminal History Repository.

- Responds to radio calls from law enforcement and emergency personnel in the field; acts as backup communication for field personnel for public works and the school district; performs record searches from local databases and those maintained by the FBI National Crime Information Center (NCIC), International Criminal Justice & Public Safety Network (NLETS); and the State of Nevada (NCJIS) for warrant, protection order, dangerous offender, sex offender, CCW holder and criminal history status on field suspects, subjects of civil process and in-custody detainees; confirms active warrants and transportation requirements for other law enforcement agencies; verifies and disseminates information received by the teletype to field officers; gathers and translates information from field officers for efficient queries into the teletype.
- Receives 911 calls for assistance from landline and cellular phones from various locations within Eureka County as well as neighboring counties; determines and completes transfers of callers to the appropriate agency if the request for service is not within our geographic/determined response areas; asks questions to solicit information regarding the nature and location of the emergency, verifies information gathered for accuracy, determines the priority and type of response necessary; dispatches emergency units and relays pertinent information between field officers and emergency response units; provides emergency medical instruction using locally approved protocols; communicates effectively with distraught, angry, hysterical, or frightened callers; maintains calm in emergency situations; handles stress related to various emergency calls; dispatches appropriate units for alarm calls.
- Monitors/reviews telephone and radio traffic; ensures that calls are handled in accordance with rules and regulations; maintains audio recordings and document and may be required to prepare copies and reports as requested.
- Processes information requests from the general public, criminal and non-criminal justice agencies by providing information ranging from community events to status of an incarcerated subject; processes calls to determine whether information may be released to the requestor or must be handled through a supervisor; determines if a referral to another agency is needed to satisfy a caller's request; interacts effectively with individuals from diverse backgrounds; processes calls requesting visitation with incarcerated individuals.
- Maintains knowledge of related technology, equipment, operational trends and innovations; participates in training, conferences and seminars as approved; coordinates with County IT department on new equipment recommendations and required maintenance, repair, or replacement to ensure optimal performance.
- Maintains a computer log of all radio and phone calls received and transmitted; operates video and audio equipment as needed for jail and facility safety during booking and daily operations; operates audio logging equipment for all radio and phone calls received and transmitted; maintains local databases by entering calls for service for all requests for services or officer-initiated activity; enters and maintains local house watch list and emergency contact information in local database; completes all pertinent daily and monthly reports.
- Processes work cards, traffic accident reports, case reports, sex offender and ex-felon registrations, civil process database and returns, concealed weapon permit and identification files by ensuring all teletypes have been requested and filed. Additional processing of case report files to include entries into NCIC, NCJIS, or NLETS regarding stolen articles, guns, license plates, parts, securities or vehicles, wanted or missing persons, and identification of gang or terrorist members; sorts, indexes, and files log records, correspondence, reports, or other material; maintains the accuracy, validity, and completeness of all records entered into NCIC, NCJIS, or NLETS.
- Prepares cost projections of department and staffing needs and presents those projections to management as pre-budget information for the communications center.
- Coordinates with other law enforcement communications centers.
- Assists public at front window by providing information related to law enforcement, medical and fire, as well as community amenities and events; assists public in obtaining indigent aid; assists bail bond agents and public by receiving bail bonds or cash for citations and individuals incarcerated in the detention facility; assist detention

with visitation by providing proper forms and screening of visitors; accepts any fees for services provided by the Sheriff's Department.

- Conducts investigations of citizen and interdepartmental complaints and implements proper resolution to any issues that may arise; provides information, instructions and assistance to public.
- Maintains security, integrity and confidentiality of civil process data according to prescribed agency policies, procedures and applicable regulatory standards; maintaining professionalism in dealing with confidential and sensitive matters while providing excellent customer service; maintain ability to testify as a credible witness in court.
- Supervises the records technician, civil processor (s) and telecommunications staff.
- Performs other duties as assigned and directed by the leadership of the Sheriff's Office.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Possession of a high school diploma or G.E.D. and at least Seven (7) years of experience as a Telecommunicator with a law enforcement agency. Completion of supervisory training or the opportunity to get the training needed to supervise others is preferred.

Ability to successfully pass a background investigation to qualify certification to operate NCIC, NCJIS, and related systems including being able to certify and train others on these systems. Required certification must be maintained and current throughout duration of employment and the manner in which you conduct yourself; be respectful to all, nice to work with and promote a harmonious working environment.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- EMD-Q Certification
- NCJIS/NCIC Certification
- TAC-Terminal Agency Coordinator/
- CTO-Communications Training Officer
- Communications Center Supervisor Training
- POST-Firstline Supervisor Training
- Poolpact-Firstline Supervisor Training

Required Knowledge and Skills:

Knowledge of: supervisory practices and methods, including objective evaluation practices; basic computer procedures; use of reference books and manuals; office procedures, including filing, record keeping, and operation of basic office equipment; correct English usage, including spelling, grammar, and punctuation; basic law enforcement terms and radio codes; proper questioning techniques to determine the nature of call and level of emergency; available resources for responding to emergencies and calls; geography and jurisdictional boundaries of service area; proper procedures for operation of NCIC/NCJIS/NLETS information systems.

Skills in: supervise operations consistent with departmental policies and goals; supervise and evaluate the work of staff; establish and maintain working relationships with all levels of County employees; communicate with people in emergencies and varying stages of distress; tend to multiple tasks at the same time; speak clearly over the telephone and radio; communicate with individuals from different backgrounds and communication abilities; use a computer, follow detailed written and verbal procedural directions; evaluate information for consistency and proper course of action; make decisions quickly and accurately; keep records of activities; sort, index, and file documents using developed coding system.

Special Requirements: Ability to pass a background investigation to qualify for and maintain certifications to operate NCIC, CJIS, and related computers and to train and certify others to access these systems.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials weighing up to 25 pounds. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer. The ability to communicate via telephone and radio. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance. Employee will have access to EAP and Peer Support Networks should the need arise.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

Work is performed under the following conditions: Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Lighting conditions may be less than optimal. Frequent interruptions to planned work activities occur. Noise from radios and other dispatchers may be frequent.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

EUREKA
-COUNTY-

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Communications Supervisor

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Deputy Sheriff (K9 Handler)	**Department:**	Sheriff's Office
Classification Range:	ELE13	**Reports To:**	Sergeant
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	12 Months
		Adopted/Revised:	

Summary of Job Purpose: The canine handler position is one that involves the use of a trained police dog. The handler and the dog shall work as a team and will be used to support patrol in searches and hazardous situations. Under general supervision of a Sergeant, provides law enforcement services including: patrol, citizen assistance, investigations, crime prevention, traffic control, transportation, completes oral and written reports, court security; processing inmates into and out of the detention facility, monitors and controls activities of inmates, supervises activities of inmates and transports inmates.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- The canine handler must be willing and able to expend time and energy to achieve and maintain a high level of proficiency as a canine handler. The canine handler must be willing to accept the hours and days assigned by the Office, possible without regard to seniority. The canine handler is subject to call-out at any time.
- The canine handler must be willing to take a long-haired dog into the home and maintain proper facilities and area for the dog. The handler is responsible to see that the dog is kept healthy, safe and is well cared for. Negligent care of canine may be cause for disciplinary action up to and including termination.
- The canine handler will maintain and submit required K-9 reports and evaluations. Is responsible for all canine training and keeping the dog at an acceptable level of readiness.
- Patrols town site and rural areas of County providing traffic enforcement, citizen assistance, building security, crime deterrence, accident investigation, and the enforcement of state and local codes and/or ordinances; issues traffic citations.
- Responds to calls regarding suspicious or criminal activity, accidents, deceased persons, domestic disputes, public nuisances, mediates disputes and disturbances; administers basic first aid; assists other county departments as needed; assists other law enforcement agencies; arrests offenders.
- Enforces and executes civil and criminal processes; serves civil papers, jury summons, and court subpoenas; enforce restraining orders, arrest warrants, and search warrants; prepares for and testifies in court or other legal proceedings.
- Prepares written reports and completes forms for misdemeanor citations, crime reports, requests for service, activity logs, and arrest reports.
- Conducts criminal investigations; interviews victims, suspects, and witnesses; collects, preserves, and secures evidence from crime scenes; lifts fingerprints; takes photographs; makes sketches and diagrams; conducts searches; arranges for medical/psychological appointments for victims and transports when necessary.
- Plans, promotes, implements, and participates in community awareness programs that promote safety and enhance public relations.
- Maintains operation proficiencies; stays abreast of the latest information relevant to assignments and areas of responsibility.
- Participates in search and rescue efforts, may perform deputy coroner and/or resident deputy duties.

- Provides instruction and training; formally presents a body of knowledge to students in classroom settings; formally as a Field Training Officer or informally as a fellow employee orient new personnel to their work environment.
- Responsible for operation of County equipment, including computers, motor vehicles, firearms, radios, etc.
- Maintains order and security within the detention facility; assesses information and makes decisions regarding inmates; directs and instructs inmates (individually and in groups); monitors and documents behavior of inmates; supervises visitation, exercise, and work programs of inmates.
- Searches incoming inmates for removal of valuables and contraband; inventories property for secure keeping; conducts interviews and reviews background of inmates to determine appropriate housing assignment and if medical attention is needed; assigns inmates uniforms, supplies; provides orientation to new inmates regarding rules, regulations, and responsibilities; fingerprints and photographs inmates.
- Prepares written reports and maintains statistics on incidents such as use of force, disturbances, and contraband confiscated; identifies symptoms of possible emotional and physical disorders to make referrals; gives first aid and cardiopulmonary resuscitation.
- Processes incoming and outgoing mail of inmates; ensures inmates receive food and medication.
- Transports inmates for court appearances, medical appointments, work details, and other facilities.
- Completes appropriate paperwork upon release of inmates: provides inmates with proper notices and return of personal property and money.
- Performs security checks of facility and perimeter of facility, cell inspections, shakedowns and search of inmates returning to jail from work detail/court/medical, etc.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience:

- High School graduate or general education degree G.E.D.
- One year of experience in law enforcement is preferred.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C Driver's License
- CPR, AED, & First Aid certification within six (6) months of date of employment.
- Nevada Category POST I Certification (must be obtained within the first 12 months of employment and must remain in good standing). Must be a Cat III to make an arrest look at changes.

Required Knowledge and Skills:

Knowledge of: Nevada Revised Statutes, technical procedures, and/or governmental regulations. Understands current penal, traffic, domestic violence, and criminal case laws; principles of civil rights and scope of law enforcement officer authority; procedures for processing and preserving crime scenes and evidence; interview and interrogation techniques; first aid procedures; procedures for initial response to hazardous materials incidents; local geography and referral agencies. K-9 behaviors, handling and training practices.

Skills to: read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, warrants or citations, business correspondence, and procedure manuals. Ability to effectively interpret information and respond to questions from the general public. Ability to add, subtract, multiply, and divide in all units of measure, using whole

numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Reasoning ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to prioritize and organize assignments. Ability to communicate with angry or hostile individuals. Ability to handle and utilize K-9 skills in law enforcement activities.

Special Requirements: On date of appointment be at least twenty-one (21) years old; be a U.S. citizen; and ability to pass a background investigation with no felony convictions or misdemeanor convictions for domestic violence.

Additional Requirements: Be loyal to the lawful interests and needs of the organization; be subordinate and comply in letter and spirit with lawful organizational directives; be available by coming to work on time and be available for work while at work; be medically, physically, mentally and psychologically prepared for work; be productive by giving a full day's work and working in a safe, efficient and effective manner; be adaptive be adjusting to change; be responsible and accept consequences for your decisions and the manner in which you conduct yourself, on duty and off duty; be respectful to all, nice to work with and promote a harmonious working environment.

Physical Demands & Working Environment: *The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

Strength, stamina, coordination, and balance to stand and walk for long periods and handle a dog, bend and reach to conduct inspections, climb ladders/fences, run in pursuit of suspects, physically restrain uncooperative and violent individuals, carry equipment and supplies which can weigh up to one hundred fifty (150) pounds; Strength and stamina to sit for long periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently; walk and run on uneven surfaces, remain alert in a confined space on all shifts; vision to see detail in all light conditions; hearing to identify tone signals and perceive conversations and activities in public, the office, or in the jail; coordination, vision and strength for use of firearms; coordination, vision, and dexterity for use of computer terminals; remain alert and continue physical exertion under stress.

Shift work with periodic change in shifts; work alone in isolated geographic areas, outside in all types of weather conditions; movement from indoor to outdoor environments; work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured, and sick individuals; exposure to individuals with communicable diseases.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Deputy (K9 Handler)

Department Head/Supervisor: _____ Date: _____
(Signature)

EUREKA
-COUNTY-

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Deputy Sheriff I, II and III	**Department:**	Sheriff's Office
Classification Range:	Deputy I, Range ELE10	**Reports To:**	Sergeant
	Deputy II, Range ELE11	**FLSA:**	Non-Exempt
	Deputy III, Range ELE12	**Safety Sensitive:**	Yes
		Probation Period:	12-Months
		Adopted/Revised:	

Summary of Job Purpose: Responsible for performing a variety of public safety and law enforcement services. Performs law enforcement related activities that include technical and administrative functions. May be assigned to detention, court, or patrol.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Deputy I: Employees in the class of Deputy Sheriff I are distinguished from those in the class of Deputy Sheriff II or Deputy Sheriff III by working to obtain or in possession of a Category III POST certificate and assignment to work in the detention facility without being the holder of a current Nevada Basic, Intermediate or Advanced POST certificate. Employees in the Deputy Sheriff I class shall not be assigned to patrol and/or investigative functions without direct supervision until successful completion of required certifications.

- Maintains order and security within the detention facility; assesses information and makes decisions regarding inmates; directs and instructs inmates (individually and in groups); monitors and documents behavior of inmates; supervises visitation, exercise, and work programs of inmates.
- Searches incoming inmates for removal of valuables and contraband; inventories property for secure keeping; conducts interviews and reviews background of inmates to determine appropriate housing assignment and if medical attention is needed; assigns inmates uniforms, supplies; provides orientation to new inmates regarding rules, regulations, and responsibilities; fingerprints and photographs inmates.
- Prepares written reports and maintains statistics on incidents such as use of force, disturbances, and contraband confiscated; identifies symptoms of possible emotional and physical disorders to make referrals; gives first aid and cardiopulmonary resuscitation.
- Processes incoming and outgoing mail of inmates; ensures inmates receive food and medication.
- Transports inmates for court appearances, medical appointments, work details, and other facilities.
- Completes appropriate paperwork upon release of inmates; provides inmates with proper notices and return of personal property and money.
- Performs security checks of facility and perimeter of facility, cell inspections, shakedowns and search of inmates returning to jail from work detail/court/medical, etc.
- Enforces and executes civil and criminal processes; serves civil papers, jury summons, and court subpoenas; enforce restraining orders, arrest warrants, and search warrants; prepares for and testifies in court or other legal proceedings.
- Prepares written reports and completes forms for misdemeanor citations crime reports, requests for service, activity logs, and arrest reports.
- Can assist with criminal investigations under the supervision and direction of a category 1 peace officer. Duties may include: interviewing victims, suspects, and witnesses; collecting, preserving, and securing evidence from crime scenes; lifting fingerprints; taking photographs; making sketches and diagrams; conducting searches; arranging for medical/psychological appointments for victims and transports when necessary.
- Assist in maintaining various tasks of upkeep of detention center.

- Animal control functions and enforcement.

Deputy II: Under general supervision, provides law enforcement services including: patrol, citizen assistance, investigations, crime prevention, traffic control, transportation, completes oral and written reports, court security; processes, monitors, controls activities, supervises and transports inmates. Incumbent must have possession of a Category I Basic POST certificate and one (1) year of law enforcement experience. Incumbents regular assignment is to detention, patrol and/or investigative functions.

- In addition to performing duties assigned to Deputy I; patrols town site and rural areas of County providing traffic enforcement, citizen assistance, building security, crime deterrence, accident investigation, and the enforcement of state and local codes and/or ordinances; issues traffic citations.
- Responds to calls regarding suspicious or criminal activity, accidents, deceased persons, domestic disputes, public nuisances, mediates disputes and disturbances; administers basic first aid; assists other county departments as needed; assists other law enforcement agencies; arrests offenders.
- Plans, promotes, implements, and participates in community awareness programs that promote safety and enhance public relations.
- Maintains operation proficiencies; stays abreast of the latest information relevant to assignments and areas of responsibility.
- Participates in search and rescue efforts, may perform deputy coroner and/or resident deputy duties.
- May provide instruction and training; formally presents a body of knowledge to students in classroom settings; formally as a Field Training Officer or informally as a fellow employee orient new personnel to their work environment.

Deputy III: Under general supervision, provides law enforcement services. Incumbent must have possession of a Category I Advanced POST certificate.

- In addition to performing duties assigned to Deputy I and II: provides instruction and training; formally presents a body of knowledge to students in classroom settings; formally as a Field Training Officer or informally as a fellow employee orient new personnel to their work environment.
- Conducts criminal investigations. interviews victims, suspects, and witnesses; collects, preserves, and secures evidence from crime scenes; lifts fingerprints; takes photographs; makes sketches and diagrams; conducts searches; arranges for medical/psychological appointments for victims and transports when necessary.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Deputy I:

- High School diploma/GED
- Must be 21 years of age at time of hire
- Must be a Citizen of the United States at time of testing for the position
- Must not have a felony or domestic violence convictions

Deputy II:

- Deputy I requirements
- Category I Nevada POST Certification
- One (1) year of law enforcement experience

Deputy III:

- Deputy I and II requirements
- Category I Advanced Nevada POST Certification.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

Deputy I:

- Category I or III Nevada POST Certification for detention facility assignments within one (1) year of employment (an additional 6 months may be extended with POST approval.)
- Nevada Class C Driver's License
- CPR and First Aid certification within six (6) months of date of employment.

Deputy II

- Deputy I requirements
- Category I Nevada POST Certification

Deputy III:

- Deputy I and II requirements,
- Category I Advanced Nevada POST Certification.

Required Knowledge and Skills:

Knowledge of: Principles and techniques of public relations and customer service; county, state, and federal laws, statutes, ordinances and court decisions related to assigned activities; agency policy, procedures, rules, regulations, mission, vision, values, and goals; principles and practices of effective interview and interrogation techniques; criminal investigation, prisoner management, and modern law enforcement principles, practices and techniques; court procedures to include case development, presentation and testifying; weaponry and associated safety practices, crowd management and law enforcement critical incident techniques, safety, security and first aid policies and procedures, county geography; computers utilizing standard and specialized software applications; and, standard office practices and procedures, including filing and the operation of standard office equipment, communicating effectively in oral and written forms.

Skills in: Implementing goals, objectives, policies, procedures, and safety standards; Interpreting, applying and explaining state laws, local ordinances, and agency regulations and policies; coping with adverse situations firmly, courteously and with respect for individual rights; crime scene preservation and collection of evidence; operating a vehicle safely and effectively in normal and emergency situations; safe and effective use of firearms, impact weapons and chemical agents; deterring and executing proper course of action under emergency conditions; using initiative and independent judgment within established

policy guidelines; communicating effectively in oral and written forms; and, techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Special Requirements:

- Deputy Sheriffs must be able to meet stand-by requirements to respond for emergencies to assist Eureka County.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Physical ability to execute: running, climbing, standing, squatting, bending, reaching and sitting for prolonged periods of time; occasionally push, lift, or carry up to 150 pounds; strength to drag, carry, lift, or physically restrain persons and objects; traverse difficult terrain, strength, stamina, coordination and balance to stand and walk for periods. Vision in low light to: read materials, see details, use weaponry/firearm and a computer screen/terminal. Hearing and speech to communicate in person or over the telephone; and to identify tone signals. Dexterity and coordination: to write and to effectively use weaponry/firearm. Mental ability to handle stress and demands of workloads and to remain alert in confined space on all shifts. Under stress, incumbent must be able to utilize critical thinking skills, such as logic, judgement, and reasoning. See the physical requirements percentage rating attached.

Exposure to hazards, including, but not limited to; vehicle traffic, body fluids, toxic agents, smoke, dust, fumes, heat, cold, noise, and odor. Performs duties both inside and outside; being outside occurs on a frequent basis and requires exposure to; vehicle traffic, dust, fumes, smoke, high noise levels, and extreme weather conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:Sheriff's Deputy

☐ Sheriff Deputy I
☐ Sheriff Deputy II
☐ Sheriff Deputy III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

DEPUTY SHERIFF
PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing 1 hour plus	☐	☐	☒	☐
☒	Sitting - 1 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☒	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting/Dragging strength	**# of pounds = 150 lbs**			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting (150+ pounds)	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☐	☒	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☒	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No:		
☒	Distinguish shades	Yes: ☒	No:		
☒	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level: Ability to Communicate in English			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐

EUREKA
-COUNTY-

Job Title:	Detective	**Department:**	Sheriff's Office
Classification Range:	ELE13	**Reports To:**	Sergeant or Sheriff Designee
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	12-Months
		Adopted/Revised:	

Summary of Job Purpose: Under general direction, performs assigned investigative work related to criminal, death, internal, and administrative investigations.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Conducts assigned investigations involving internal, administrative, death, and criminal investigations including but not limited to homicides, child sexual abuse, robbery, burglary, narcotics trafficking, narcotics manufacturing, narcotics inter/intra state transportation, and internal affairs if requested.
- Perform covert surveillance of persons and places.
- Interviews victims, complainants, suspects, and witnesses; gathers and preserves evidence; testifies and presents evidence in court.
- Reviews reports prepared by other staff to help facilitate further investigative work, if needed.
- Prepares and reviews crime and incident reports; responds to emergency and routine calls for assistance; investigates crime scenes for physical evidence.
- Drives marked or unmarked vehicles in response to emergencies and during the normal course of work; makes arrests as necessary.
- When assigned to narcotics, performs a variety of drug testing procedures; identifies the full range of legal and illegal drugs including: cocaine, marijuana, methamphetamine, heroin, LSD and related controlled substances. Plans specific target operations for the suppression and apprehension of narcotic violators through undercover operations and direct buys; enters data on computer for intelligence analysis. This includes working with Nevada Division of Investigations.
- May be subject to supervision of other agencies as agreed upon through an established Memorandum of Understanding authorized by the Sheriff.
- Coordinates and communicates with outside agencies regarding criminal cases and activities and maintains ongoing working relationships with the same
- May train other employees in: investigative techniques, crime scene processing, firearm usage, defensive tactics and/or other needs of the agency.
- Prepares and presents affidavits and warrants to judges for approval signatures; serves warrants, subpoenas, and civil documents. Prepares reports of complaints for District Attorney review.
- Collects and processes evidence from crime incident scenes; identifies and preserves physical evidence at crime scenes; packages and transports evidence for crime analysis; photographs crime scenes.
- Shall perform Patrol Duties and cover Patrol shifts as directed by Shift Sergeant, Lieutenant, Undersheriff, or Sheriff; monitors detainees in the jail; investigates crimes; enforces public safety regulations; enhances community relations.
- Works with social agencies, schools, groups, and other organizations in crime prevention and serves as an agent of the Sheriff's office supporting community trust and engagement.
- Maintains departmental equipment, supplies, and facilities.
- Participates in required departmental training.

- Operates within laws, ordinances, and established departmental policies and procedures.
- Maintains contact with command/on duty supervisor to coordinate investigative activities, provide mutual assistance during emergency situations, and provide general information about department activities.
- Performs other duties as required.
- Organizes and analyzes data; reviews data to extract information to meet specific needs; presents information in a narrative and/or statistical form so that it is readily understandable by the requester or recipient.
- Prepares information for presentation in court and makes presentations in court; studies the details of a case; assembles and organizes needed documentation; orally presents information requested in meetings and court appearances.
- Maintains operation proficiency; stays abreast of the latest information relevant to assignments and areas of responsibility.
- Performs deputy coroner functions.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High School diploma/GED; AND six (6) years as a Deputy Sheriff II/III or Equivalent OR a Bachelor's Degree in a related field. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two (2) years Associates Degree in related field or appropriate related experience and two (2) years of professional experience in related field.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Possession of a Nevada Basic and Intermediate POST certificate or a Basic with a combination of training and experience appropriate for the assignment and at least six (6) years of progressively responsible law enforcement experience in a police or sheriff's department.
- Must possess an Internal Affairs Certificate within the first 12 months.
- Must take a Detective Training Course within the first 12 months.

Required Knowledge and Skills:

Knowledge of Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, apprehension, civil process, and arrest; Principles and practices of search and seizure; Preservation and presentation of evidence in traffic and criminal cases; Law enforcement investigation procedures in general and internal affairs, including pre-employment investigation procedures and death investigations; Principles, procedures, methods and techniques used in collecting, preserving, and storing evidence; Field drug testing materials and procedures; Methods and techniques of photography; Courtroom procedures; First aid principles and practices; Principles and procedures of record keeping; Occupational hazards and standard safety practices; and Pertinent federal, state, and local laws, codes, and regulations. Using and caring for firearms; Maintaining accurate and complete records; Working independently in the absence of supervision; Establishing and maintaining cooperative working relationships with those contacted during work; and Exercising sound judgment and rational thinking under dangerous circumstances.

Ability to Analyze situations and adopt effective courses of action, often in stressful and emergency situations; Interpret, explain, and enforce department policies and procedures; Interpret and apply federal, state, and local policies, procedures, laws, and regulations; Accurately observe and recall incidents and situations encountered; Collect, store, analyze, and dispose of evidence correctly and accurately; Physically pursue, apprehend, and control criminal suspects; Operate photographic and other investigative equipment; Communicate clearly and concisely, both orally and in writing; Demonstrate intellectual capabilities during training and testing processes; and Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Managing multiple deadlines and competing demands successfully. Using tact, discretion, initiative, and considerable independent judgment to manage relationships and situations whether established guidelines exist or not. Maintaining confidentiality. Solving practical problems and dealing with a variety of variables in situations where only limited standardization exists. Developing and maintaining effective working relationships with subordinates, peers, supervisors, city, county, state and federal officials and the public as needed. Dealing with problems courteously and tactfully. Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Work as a team member.

Special Requirements: A valid Nevada State driver's license; be at least twenty-one (21) years old on date of appointment; be a U.S. citizen; no felony convictions and able to pass a background investigation; and certification in basic first aid and C.P.R. Must be able to meet stand-by requirements to respond for emergencies to assist Eureka County. Have no record of disciplinary action amounting to suspension without pay or demotion within the preceding three years. Letters of Reprimand will be considered but do not automatically disqualify a candidate.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly frequently. Strength, stamina, coordination, and balance to stand and walk for long periods, to walk and run on uneven surfaces, bend, reach, and conduct inspections, climb ladders, fences, and other obstacles and to run in pursuit of other individuals; strength, stamina, and coordination to physically restrain uncooperative and violent individuals.

Strength and coordination to drive vehicles in high speed pursuit without endangering others; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 150 pounds; stamina to be able to maintain physical exertion under stress. Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and strength for the accurate use of firearms; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others.

Shift work with periodic changes. Frequently works alone in isolated areas and occasionally in confined spaces. Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments. Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons. Incumbents may be personally subjected to the stress of exposure to dangerous persons and circumstances including dead, injured, and sick individuals and to individuals with communicable diseases. Position is exposed to the noise of firearms discharge often in close proximity.

EUREKA
-COUNTY-

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

☐ **ANNUAL CONFIDENTIAL PACKET REVIEWED/UPDATED**

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: **Detective**

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Sergeant

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing 1 hour plus	☐	☐	☒	☐
☒	Sitting - 1 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☒	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting/Dragging strength	**# of pounds = 150 lbs**			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting (150+ pounds)	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☐	☒	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☒	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No:		
☒	Distinguish shades	Yes: ☒	No:		
☒	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level: Ability to Communicate in English			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐

EUREKA
-COUNTY-

Job Title:	Lieutenant	**Department:**	Sheriff's Office
Classification Range:	ELEU17	**Reports To:**	Undersheriff/Sheriff
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	12 Months
		Adopted/Revised:	

Summary of Job Purpose: Supervises, plans, directs and controls the activities of the Sheriff's Office as delegated by the Undersheriff or Sheriff. Provides assistance to the Undersheriff and Sheriff in the development and management of programs and procedures in an effort to accomplish the Sheriff's Office goals and policies.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Manages (plans, organizes, administers, reviews and evaluates) work of Sergeants, Deputy Sheriff's, and non-sworn staff engaged in public safety and related services and activities.
- Identifies training needs and provides for professional development of staff members.
- Maintains schedule of all divisions, to provide necessary coverage to the county.
- Develops and implements goals, objectives, policies, procedures and work standards for each division.
- Manages and leads projects and programs related to the department to which assigned and will provide project/program update summaries and analysis as needed.
- Solves problems in areas of responsibility to include but not limited to: personnel issues; staffing and deployment; crime trends; community concerns; special events.
- Interacts on a daily basis with other city and county agencies, outside law enforcement agencies and the general public. Exchanges routine factual information daily through one-on-one contact through written and oral communication methods.
- Interprets and enforces current federal, state and local laws and codes.
- Analyzes crime data within assigned district, geographical area, or specialized area to develop community-oriented policing or intelligence led policing practices.
- Assumes fiscal responsibility for certain aspects of assignment by monitoring schedules & overtimes, identifying needs, making recommendations on funding, expenditures, and requisitioning authorized supplies and equipment.
- Conducts investigations involving citizens, suspects, or subordinates, and is accountable for recommending appropriate discipline; may conduct internal investigations and make recommendations of findings to appropriate personnel.
- Maintains public relations and is responsible for community interaction through engagement; leads and instructs assigned staff in the area of community led policing practices.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major law enforcement critical incidents and assumes command as appropriate; reviews criminal cases and assignments; identifies policy and compliance issues, and proposes solutions; reviews and investigates complex, high-priority and sensitive cases.
- Performs duties of Deputy Sheriff and Sergeant as needed, and assists staff in the performance of their duties; may be required to perform the duties/functions of a Deputy Coroner.
- Informs residents on law enforcement activities, programs and referral resources.

- Represents the Sheriff's Office at court hearings; prepares reports and materials as requested and subpoenaed by the courts; testifies in court.
- Prepares and directs the preparation of procedures, correspondence and periodic and special reports regarding work performed.
- Is responsible for the evidence locker and security thereof.
- Coordinates operational functions utilizing multi-agency resources for large-scale events.
- Directs and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Completes detailed reports and required paperwork; performs follow-up investigations as required.
- Uses standard office equipment, including a computer in the course of work.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: High School Diploma/GED; and ten (10) years of law enforcement experience, two (2) years of which were at the rank of Sergeant; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C Driver's License
- Category I Nevada POST Certificate
- Nevada POST Advanced and Supervisor Certifications
- Obtain Nevada POST Management Certificate within 18 months of position

Required Knowledge and Skills:

Knowledge of:

- Administrative principles and practices of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of law enforcement.
- Methods and techniques of investigation and interrogation.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications related to the work.
- Applicable laws, codes and regulations, labor agreements and contracts.
- Criminal case law, penal, traffic, and domestic violence.
- Civil rights and scope of law enforcement authority.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public in person and over the telephone.

Skills in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Creating, planning, implementing and managing a wide-range of programs.
- Developing and implementing goals, objectives, policies, procedures, and work and safety standards.
- Provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Directing the maintenance of accurate records of work performed and actions taken.
- Interpersonal skills for building effective relationships with employees, all levels of management and others.
- Preparing clear and concise reports, correspondence and other written materials.

- Safe use of firearms, impact weapons and chemical agents.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Special Requirements: On date of appointment be at least twenty-one (21) years old; be a U.S. citizen; and ability to pass a background investigation with no felony convictions or misdemeanor convictions for domestic violence.

Additional Requirements: Be loyal to the lawful interests and needs of the organization; be subordinate and comply in letter and spirit with lawful organizational directives; be available by coming to work on time and be available for work while at work; be medically, physically, mentally and psychologically prepared for work; be productive by giving a full day's work and working in a safe, efficient and effective manner; be adaptive be adjusting to change; be responsible and accept consequences for your decisions and the manner in which you conduct yourself, on duty and off duty; be respectful to all, nice to work with and promote a harmonious working environment.

Physical/Mental Demands & Working Environment: *The physical/mental requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*
See attachment "Lieutenant Physical Requirements."

Strength, stamina, coordination, and balance to stand and walk for long periods, bend and reach to conduct inspections, climb ladders/fences, run in pursuit of suspects, physically restrain uncooperative and violent individuals, carry equipment and supplies which can weigh up to one hundred fifty (150) pounds; Strength and stamina to sit for long periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently; walk and run on uneven surfaces, remain alert in a confined space on all shifts; vision to see detail in all light conditions; hearing to identify tone signals and perceive conversations and activities in public, the office, or in the jail; coordination, vision and strength for use of firearms; coordination, vision, and dexterity for use of computer terminals; remain alert and continue physical exertion under stress.

Shift work with periodic change in shifts; work alone in isolated geographic areas, outside in all types of weather conditions; movement from indoor to outdoor environments; work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured, and sick individuals; exposure to individuals with communicable diseases.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Lieutenant

Department Head/Supervisor: _____ Date: _____
(Signature)

EUREKA
-COUNTY-

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

LIEUTENANT
PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☐	☒
☒	Bending forward	☐	☒	☐	☐
☐	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☐	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds = 150 lbs**			
☐	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☐	☒	☐	☐
☐	Lifting Overhead	☐	☒	☐	☐
☐	Moving carts, etc.	☐	☒	☐	☐
☐	Carry items	☐	☐	☐	☒
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☐	☒
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No: ☐		
☒	Distinguish shades	Yes: ☒	No: ☐		
☒	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level:			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☐	Heat	☐	☒	☐	☐
☐	Cold	☐	☒	☐	☐
☐	Humidity	☐	☒	☐	☐
☐	Wet Area/Slippery	☐	☒	☐	☐
☐	Noise	☐	☒	☐	☐
☐	Dust	☐	☒	☐	☐
☐	Smoke	☐	☒	☐	☐
☐	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☐	Uneven Area	☐	☒	☐	☐
☐	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐

EUREKA
-COUNTY-

Job Title:	Sergeant	**Department:**	Sheriff's Office
Classification Range:	ELE14	**Reports To:**	Undersheriff or Lieutenant
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	12-Months
		Adopted/Revised:	

Summary of Job Purpose: Under direction, supervises and participates in the work of Deputy Sheriffs assigned to patrol, investigation, and detention facility duties on an assigned shift or in an assigned geographic area; trains, reviews work of, and supervises assigned staff. This is the first line supervisor responsible for assigned shifts or geographical areas. Sergeants regularly perform patrol, detention, and investigation duties of Deputy Sheriff.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Develops staff schedules; organizes work to be done by staff; assigns staff to specific cases and to special projects; coordinates activities of staff to ensure effective coverage and prompt response; trains staff in law enforcement methods, application of policies and procedures, and use of law enforcement tools; evaluates staff performance.
- Reviews reports prepared by other staff to ensure they are complete and are consistent with policies and procedures.
- Listens and responds to employee problems, concerns, and complaints; issues warnings and reprimands for inadequate performance and improper behavior.
- Performs patrol functions; monitors detainees in the jail; investigates crimes; enforces public safety regulations; enhances community relations.
- Maintains order and security within the detention facility through verbal communications with detainees and physical presence; assesses information and makes decisions regarding detainees; directs and instructs detainees; reviews and responds to detainee grievances; conducts detainee disciplinary hearings to determine if sanctions are warranted; transports detainees for court appearances; keeps records of dates of appearance and communicates with judges and court staff; maintains security during court appearances.
- Performs inspections of work areas to ensure maintenance of equipment, cleanliness, and security of the facility.
- Organizes and analyzes data; reviews data to extract information to meet specific needs; presents information in a narrative and/or statistical form so that it is readily understandable by the requester or recipient.
- Prepares information for presentation in court and makes presentations in court; studies the details of a case; assembles and organizes needed documentation; orally presents information requested in meetings and court appearances.
- Maintains operation proficiencies; stays abreast of the latest information relevant to assignments and areas of responsibility.
- Provides instruction and training; formally presents a body of knowledge to students in classroom settings; informally orients new personnel to their work environment.
- Performs deputy coroner functions.
- Performs personnel investigations as assigned by the command staff.
- Disciplines, coaches, and counsels employees as needed.
- Must be able to respond to emergency or special project calls at all hours of the day or night.
- Assists senior management in the completion of assigned projects.
- Prepares documents for SCAAP – Foreign National Assistance Program.

- Oversees inmate movement, classification work details.
- Oversees and performs general duties of Animal Control, Dog Pound and Detention Deputy.
- Corresponds with District and Justice Courts as to detainee-court dates.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High School diploma/GED; AND two (2) year as a Deputy Sheriff II/III or Equivilant OR a Bachelor's Degree in a related field. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two (2) years Associates Degree in related field or appropriate related experience and two (2) years of professional experience in related field.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Possession of a Nevada Basic POST certificate appropriate for the assignment and at least five (5) years of progressively responsible law enforcement experience in a police or sheriff's department.
- Essential Management Skills; to be completed within 18 months.

Required Knowledge and Skills:

Knowledge of principles and practices of supervision; policies, procedures, laws, and regulations governing law enforcement activities and detention facility operations; current penal, traffic, domestic violence, and criminal case laws; principles of civil rights and scope of law enforcement officer authority; procedures for processing and preserving crime scenes and evidence; interview and interrogation techniques; first aid procedures; local geography and referral agencies.

Ability to train staff in methods, procedures, regulations, and policies of law enforcement; supervise operations consistent with department policies and goals; supervise and evaluate the work of staff; work under the pressure of dangerous situations, deadlines, and emergencies; establish and maintain working relationships with all levels of County employees and members of the public encountered in law enforcement activities; analyze activities and methods; select alternatives, project the consequences of proposed actions, enforce laws, protect the public, and supervise detainees consistent with regulations and department policies and procedures; understand, interpret, and apply laws and regulations; communicate in writing on matters related to department operations.

Special Requirements: A valid Nevada State driver's license; be at least twenty-one (21) years old on date of appointment; be a U.S. citizen; no felony convictions and able to pass a background investigation; and certification in basic first aid and C.P.R. Must be able to meet stand-by requirements to respond for emergencies to assist Eureka County.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly frequently. Strength, stamina, coordination, and balance to stand and walk for long periods, to walk and run on uneven surfaces, bend, reach, and conduct inspections, climb ladders, fences, and other obstacles and to run in pursuit of other individuals; strength, stamina, and coordination to physically restrain uncooperative and violent individuals.

Strength and coordination to drive vehicles in high speed pursuit without endangering others; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 150 pounds; stamina to be able to maintain physical exertion under stress. Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and strength for the accurate use of firearms; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others.

Shift work with periodic changes. Frequently works alone in isolated areas and occasionally in confined spaces. Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments. Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons. Incumbents may be personally subjected to the stress of exposure to dangerous persons and circumstances including dead, injured, and sick individuals and to individuals with communicable diseases. Position is exposed to the noise of firearms discharge often in close proximity.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

☐ **ANNUAL CONFIDENTIAL PACKET REVIEWED/UPDATED**

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: **Sergeant**

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Sergeant

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing 1 hour plus	☐	☐	☒	☐
☒	Sitting - 1 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☒	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting/Dragging strength	**# of pounds = 150 lbs**			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting (150+ pounds)	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☐	☒	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☒	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No:		
☒	Distinguish shades	Yes: ☒	No:		
☒	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level: Ability to Communicate in English			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐

Job Title:	Telecommunicator I, II, & III	**Department:**	Sheriff Office
Classification Range:	Telecommunicator I, Salary E09	**Reports To:**	Communications Supervisor
	Telecommunicator II, Salary E10	**FLSA:**	Non-Exempt
	Telecommunicator III, Salary E11	**Safety Sensitive:**	Yes
		Probation Period:	12 Months
		Adopted/Revised:	

Summary of Job Purpose: Telecommunicator I, II, and III's, are under general supervision, receives, assesses, and processes emergency and non-emergency calls for the County Law Enforcement, Fire, and EMS Departments; answers inquiries for information from the general public as well as other criminal and non-criminal justice agencies; dispatches patrol, fire, and EMS units; maintains, types, and files various records and documents; interacts with the general public, criminal, and non-criminal justice agencies in person and via telephone.

Essential Functions: *The 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 skill.*

Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Telecommunicator I:

- Responds to radio calls from law enforcement and emergency personnel in the field; acts as backup communication for field personnel for public works and the school district; performs record searches from local databases and those maintained by the Federal Bureau of Investigation (FBI), National Crime Information Center (NCIC) , International Criminal Justice & Public Safety Network (NLETS), and the State of Nevada (NCJIS) for warrant, protection order, dangerous offender, sex offender, CCW holder and criminal history status on field suspects and in-custody detainees; confirms active warrants and transportation requirements for other law enforcement agencies; verifies and disseminates information received by the teletype to field officers; gathers and translates information from field officers for efficient queries into the teletype.
- Receives 911 calls for assistance from a landline and cellular phones from various locations within Eureka County as well as neighboring counties; determines and completes transfers of callers to the appropriate agency if the request for service is not within our geographic/determined response areas; asks questions to solicit information regarding the nature and location of the emergency, verifies information gathered for accuracy, determines the priority and type of response necessary; dispatches emergency units and relays pertinent information between field officers and emergency response units; provides emergency medical instruction using locally-approved protocols; communicates effectively with distraught, angry, hysterical, or frightened callers; maintains calm in emergency situations; handles stress related to various emergency calls; dispatches appropriate units for alarm calls.

- Use technology available in the communications center to the best of their knowledge and training which could include, but is not limited to text to 911, live stream video, multiple phone systems, records management systems, mapping systems, and radio systems.
- Processes information requests from the general public, criminal, and non-criminal justice agencies by providing information ranging from community events to status of an incarcerated subject; processes calls to determine whether information may be released to the requestor or must be handled through a supervisor; determines if a referral to another agency is needed to satisfy a caller's request; interact effectively with individuals from diverse backgrounds; processes calls requesting visitation with incarcerated individuals.
- Maintains a computer log of all radio and phone calls received and transmitted; operates video and audio equipment as needed for jail safety during bookings and daily operations; operates audio logging equipment for all radio and phone calls received and transmitted; maintains local databases by entering calls for requests for services or officer initiated activity; enters and maintains local house watch list and emergency contact information in local databases; completes all pertinent daily and monthly reports.
- Processes work cards, traffic accident reports, case reports, sex offender and ex-felon registrations, concealed weapon permit, civil process requests of all types for service and identification files by ensuring all teletypes have been requested and filed, information recorded properly in the local database, files assembled correctly and placed correctly in the filing system; process concealed weapons permits by ensuring proper entry has been made into the NCJIS information database regarding permit issuance and status; additional processing of case report files to include entries into NCIC, NCJIS, or NLETS regarding stolen articles, guns, license plates, parts, securities or vehicles, wanted or missing persons, and identification of gang or terrorist members; sorts, indexes, and files log records, correspondence, reports, or other materials; maintains the accuracy, validity, and completeness of all records entered into NCIC, NCJIS, or NLETS.
- Assists public by providing information related to law enforcement, medical and fire, as well as community amenities and events; in obtaining indigent aid; assists bail bond agents and public by receiving bail bonds or cash for citations and individuals incarcerated in the detention facility; assists detention with visitation by providing proper forms and screening of visitors; accepts fees for services provided by the Sheriff's Department.
- Reviews and is active in assessments and improvement of their performance of the position assigned to include but is not limited to: agency system audits, call reviews, training and assigned tasks by the Communications Supervisor or Designee in a timely fashion.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Telecommunicator II:

- In addition to performing duties assigned to Dispatcher I; assists in the training of new employees in call taking, dispatching, clerical procedures, and NCIC/NCJIS/NLETS operating procedures and proficiency.
- May serve as an ATAC (Assistant Terminal Agency Coordinator).
- Completes NCJIS and NCIC warrants, validations, and entries
- Completes reviews of entries into the NCJIS/NCIC/RMS system, providing objective, positive feedback to the employee that completed the entry into the systems.
- Maintains and Develops improvements in the Communications Training and Evaluation Program with new trends and updating procedures.

- Maintains and updates all contact information and procedural forms manuals.

Telecommunicator III:

- In addition to performing duties assigned to Dispatcher I/II; assists in the training of new employees in call taking, dispatching, clerical procedures, and NCIC/NCJIS/NLETS operating procedures and proficiency.
- Trains and assesses Dispatcher I/II in Law Enforcement incidents/Fire incidents/EMS incidents/Emergency Medical Dispatching (EMD) by providing Quality Control of all calls completed and providing feedback and remedial training in this field.
- Completes audits of the RMS (Records Management System-RIMS) for accuracy and completeness of person, vehicle, incident location and premise records.
- Completes UCR/NIBRS data collection and reporting on behalf of Eureka County. Provides backup for the Sheriff's Office Communications Supervisor / Sergeant in their absence to provide direction to the Communications Division.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Telecommunicator I: High School diploma/GED; AND one (1) years of administrative/clerical support experience is preferred.

Telecommunicator II: High School diploma/GED; AND three (3) years of experience as a Dispatcher, Emergency Medical Dispatcher (EMD), Communications Training Officer and ATAC (Assistant Terminal Agency Coordinator.

Telecommunicator III: High School diploma/GED; AND five (5) years of experience as a Dispatcher, ATAC (Assistant Terminal Agency Coordinator), CTO-Communications Training Officer and an Emergency Medical Dispatcher (EMD) evaluator.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation. All assigned/required training will be completed by the Dispatcher within assigned/required time frame.*

Telecommunicator I: Public Safety Telecommunicator 1 and Emergency Medical Dispatching (EMD) certifications within six (6) months of date of employment. NCJIS/NCIC certification within six (6) months of date of employment.

Telecommunicator II: EMD certifications within six (6) months of date of employment. NCJIS/NCIC certification within six (6) months of date of employment. ATAC/CTO training and certification within eight (8) months of date of appointment.

Telecommunicator III: EMD certifications within six (6) months of date of employment. NCJIS/NCIC certification within six (6) months of date of employment. ATAC/CTO training and certification within eight (8) months of date of appointment. Quality Assurance/Quality Improvement Training (QA/QI) within twelve (12) months of appointment.

Required Knowledge and Skills:
Knowledge of Radio-telephone operations and procedures; procedures used in operating Computer Aided Dispatch and 9-1-1 systems; policies and procedures of receiving and processing emergency calls; specialized computer systems/software currently used in the Communications Department; business arithmetic; geographic features and directional information; policies and procedures of warrant and NCIC/NCJIS functions; General law enforcement codes, practices and methods; call screening techniques and phone etiquette; standard office practices and procedures; including records management.

Skills in Performing technical, specialized, complex, difficult or technical office support work; reading and explaining rules, policies and procedures; train staff in work processes and procedures; compiling and summarizing information and preparing periodic or special reports. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; working under pressure, exercising good judgment and making sound and timely decisions in emergency and non-emergency situations; understanding and following oral and written instructions; communicating clearly and concisely in writing during emergency and non-emergency situations; recalling, identifying, and categorizing information; performing the full range of public safety call taking/dispatching and 9-1-1 duties; effectively listening to, communicating with, and eliciting information from upset, emotional and irate individuals; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone; contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Special Requirements: Ability to successfully pass a background investigation to qualify certification to operate NCIC, NCJIS, and related systems including being able to certify and train others on these systems. Required certification must be maintained and current throughout duration of employment. Valid Nevada Driver's license.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person, over the telephone and over the radio. Work is performed in a high call volume emergency telecommunication environment, where there is limited opportunity for physical movement and the telecommunicator must remain alert and responsive while observing computer display screen for uninterrupted periods of time; may be subject to extended work periods without relief, periods of high call volume, and stressful situations. The ability to interact professionally, communicate effectively, and exchange information accurately. Ability to appropriately handle stress and

interact with others, including supervisors, coworkers, clients, customers and periodic contact with distressed, angry and upset individuals. Ability to handle the stress of frequent interruptions of planned work activities by emergency calls, radio noise, and unplanned events. Generally clean work environment with limited exposure to conditions such as dust, fumes, or odors.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Telecommunicator

☐ Telecommunicator I
☐ Telecommunicator II
☐ Telecommunicator III

☐ ANNUAL CONFIDENTIAL PACKET REVIEWED/UPDATED

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Telecommunicator Intern	**Department:**	Sheriff Office
Classification Range:	Casual Same as pool staff	**Reports To:**	Communication Supervisor
		FLSA:	Volunteer
		Safety Sensitive:	Yes
		Probation Period:	12 Months
		Adopted/Revised:	

Summary of Job Purpose: Telecommunicator Interns are under close supervision, and when directed and assisted, receives, evaluates, and processes emergency and non-emergency calls for the County Law Enforcement, Fire, and EMS Departments; answers inquiries for information from the general public as well as other criminal and non-criminal justice agencies; dispatches patrol, fire, and EMS units; maintains, types, and files various records and documents; interacts with the general public, criminal, and non-criminal justice agencies in person and via telephone.. Interns working at the Telecommunicator Intern level work under close supervision, performing the more routine duties at the Eureka County Sheriff's Office. Interns at this level will continue to receive training and direction.

Essential Functions: *The class specification lists the major duties and requirements of the position 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 skill.*

- With support and assistance, responds to radio calls from law enforcement and emergency personnel in the field; acts as backup communication for field personnel for public works and the school district; performs record searches from local databases and those maintained by the Federal Bureau of Investigation (FBI), National Crime Information Center (NCIC) , International Criminal Justice & Public Safety Network (NLETS), and the State of Nevada (NCJIS) for warrant and criminal history status on field suspects and in-custody detainees; confirms active warrants protection order, dangerous offender, sex offender, CCW holder and transportation requirements for other law enforcement agencies; verifies and disseminates information received by the teletype to field officers; gathers and translates information from field officers for efficient queries into the teletype.
- With supervision and support, receives 911 calls for assistance from a landline and cellular phones from various locations within Eureka County as well as neighboring counties; determines and completes transfers of callers to the appropriate agency if the request for service is not within our geographic/determined response areas; asks questions to solicit information regarding the nature and location of the emergency, determines the priority and type of response necessary; dispatches emergency units and relays pertinent information between field officers and emergency response units; provides emergency medical instruction using locally-approved protocols; communicates effectively with distraught, angry, hysterical, or frightened callers; maintains calm in emergency situations; handles stress related to various emergency calls; dispatches appropriate units for alarm calls.
- As directed and trained, processes information requests from the general public, criminal, and non-criminal justice agencies by providing information ranging from community events to status of an incarcerated subject; processes calls to determine whether information may be released to the requestor or must be handled through a supervisor; determines if a referral to another agency is needed to satisfy a caller's request; interact effectively with individuals from diverse backgrounds; processes calls requesting visitation with incarcerated individuals.
- Maintains a computer log of all radio and phone calls received and transmitted; operates video and audio equipment as needed for jail safety during bookings and daily operations; operates audio logging equipment for all radio and phone calls received and transmitted; maintains local databases by entering calls for requests for services or officer initiated activity; enters and maintains local house watch list and emergency contact information in local databases; completes all pertinent daily and monthly reports.
- Processes work cards, traffic accident reports, case reports, sex offender and ex-felon registrations, concealed weapon permit, civil process requests of all types for service and identification files by ensuring all teletypes have been requested and filed, information recorded properly in the local database, files assembled correctly and placed correctly in the filing system; other process concealed weapons permits by ensuring proper entry has been made into the NCJIS information database regarding permit issuance and status; additional processing of case report files to include entries into NCIC, NCJIS, or NLETS regarding stolen articles, guns, license plates, parts, securities or vehicles, wanted or missing persons, and identification of gang or terrorist members; sorts, indexes,

and files log records, correspondence, reports, or other materials; maintains the accuracy, validity, and completeness of all records entered into NCIC, NCJIS, or NLETS.

- Assists public by providing information related to law enforcement, medical and fire, as well as community amenities and events; in obtaining indigent aid; assists bail bond agents and public by receiving bail bonds or cash for citations and individuals incarcerated in the detention facility; assists detention with visitation by providing proper forms and screening of visitors; accepts fees for services provided by the Sheriff's Department.
- Reviews and is active in assessments and improvement of their performance of the position assigned to include but is not limited to: agency system audits, call reviews, training and assigned tasks by the Communications Supervisor or Designee in a timely fashion.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- Telecommunicator Intern: obtain or currently working towards obtaining a High School diploma/GED; AND general interest in Law Enforcement Dispatching.
- Shall maintain standards set by the school, Communications Supervisor, and Communications training officer with the Eureka County Sheriff's Office.
- Shall be a junior or senior enrolled in High School and atleast 17 years of age.
- Shall work a minimum of two-four hours a shift and complete required reporting to the school to maintain work study credit.

Required Certificates, Licenses, and Registrations: *Continued enrollment as intern is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Telecommunicator Intern: Emergency Manangement Dispatch certifications, and NCJIS/NCIC certification within six (6) months of date of enrollment in interm program.
- Telecommunicator Intern: shall maintain reporting to school and Eureka County Sheriff's Office on scheduled school/work days, if unable to attend school due to any reason, intern is not able to attend shifts for the Eureka County Sheriff's Office for the span of absences from school.

Required Knowledge and Skills:

Knowledge of: Radio-telephone operations and procedures; procedures used in operating Computer Aided Dispatch and 9-1-1 systems; policies and procedures of receiving and processing emergency calls; specialized computer systems/software currently used in the Communications Department; business arithmetic; geographic features and directional information; policies and procedures of warrant and NCIC/NCJIS functions; General law enforcement codes, practices and methods; call screening techniques and phone etiquette; standard office practices and procedures; including records management.

Skills in: Performing technical, specialized, complex, difficult or technical office support work; reading and explaining rules, policies and procedures; compiling and summarizing information and preparing periodic or special reports. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; working under pressure, exercising good judgment and making sound and timely decisions in emergency and non-emergency situations; understanding and following oral and written instructions; communicating clearly and concisely in writing during emergency and non-

emergency situations; recalling, identifying, and categorizing information; performing the full range of public safety call taking/dispatching and 9-1-1 duties; effectively listening to, communicating with, and eliciting information from upset, emotional and irate individuals; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone; contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Special Requirements:

- Ability to successfully pass a background investigation to qualify certification to operate NCIC, NCJIS, and related systems. Required certification must be maintained and current throughout duration of enrollment.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that a volunteer must meet to perform the essential functions of this position successfully.*

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person, over the telephone and over the radio. Work is performed in a high call volume emergency telecommunication environment, where there is limited opportunity for physical movement and the telecommunicator must remain alert and responsive while observing computer display screen for uninterrupted periods of time; may be subject to extended work periods without relief, periods of high call volume, and stressful situations. The ability to interact professionally, communicate effectively, and exchange information accurately. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, customers and periodic contact with distressed, angry and upset individuals. Ability to handle the stress of frequent interruptions of planned work activities by emergency calls, radio noise, and unplanned events. Generally clean work environment with limited exposure to conditions such as dust, fumes, or odors.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

Telecommunicator Intern

Department Head/Supervisor: _____ Date: _____
(Signature)

*Volunteer: _____ Date: _____
(Signature)

*Volunteer signature acknowledges understanding of the essential functions and requirements of this position. Volunteer also acknowledges receipt of this position description.

Job Title:	Undersheriff	**Department:**	Sheriff Office
Classification Range:	ELE 20	**Reports To:**	Sheriff
		FLSA:	Exempt
		Safety Sensitive:	Yes
		Probation Period:	At-Will
		Adopted/Revised:	

Summary of Job Purpose: The Undersheriff is the Sheriff's second-in-command and senior operational leader of the Eureka County Sheriff's Office. Under the Sheriff's direction and within delegated authority, the Undersheriff oversees and coordinates law-enforcement and detention operations, personnel, investigations, emergency response, and administrative functions. The position implements operational priorities, promotes professional standards and accountability, and acts for the Sheriff when authorized or in the Sheriff's absence.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- **Command and operations.** Direct, coordinate, and evaluate Sheriff's Office operations, including patrol, investigations, detention, and other assigned functions. Establish operational priorities, ensure readiness, and recommend improvements in service delivery, officer safety, and public safety.
- **Command authority and incident response.** Exercise authority delegated by the Sheriff; assume command or coordinate resources during critical incidents, emergencies, and multi-agency responses as assigned. Make timely operational decisions consistent with law, policy, training, and incident-command protocols.
- **Personnel and professional standards.** Lead, supervise, and evaluate assigned personnel; support recruitment, selection, training, deployment, performance management, and discipline in accordance with law, County policy, and delegated authority. Promote accountability, ethical conduct, readiness, and professional standards.
- **Investigations and accountability.** Oversee or direct investigations, including employee-misconduct inquiries and public complaints, as assigned. Ensure matters are handled objectively, thoroughly, and in accordance with applicable law, policy, due process, and evidence-preservation requirements; review findings and recommend or take authorized action.
- **Detention operations.** Oversee the Eureka County Detention Center and serve as Jail Commander when designated by the Sheriff. Ensure assigned detention operations are conducted safely and in compliance with applicable law, standards, and policy.
- **Policy, risk, and compliance.** Implement and evaluate Sheriff's Office policies, procedures, and operational directives. Monitor compliance with applicable federal, state, and local law; identify operational, legal, safety, and liability risks; and recommend corrective action.
- **Budget, equipment, and administration.** Assist with budget development and monitoring; oversee assigned expenditures, staffing schedules, equipment, facilities, technology, and resources within delegated authority. Support accurate operational reporting and responsible stewardship of public resources.
- **Programs and community partnerships.** Oversee assigned auxiliary and volunteer programs, including Search and Rescue, reserves, posses, or similar functions. Maintain effective working relationships with courts, prosecutors, other law-enforcement agencies, emergency services, County departments, community partners, and the public.
- **Strategic planning and communication.** Advise the Sheriff on operational performance, significant incidents, emerging issues, staffing, training, and resource needs. Translate County and Sheriff's Office priorities into operational plans, communicate expectations, and report on results.
- **Public representation and other duties.** Represent the Sheriff and Sheriff's Office at meetings and in interagency or community matters as assigned. Perform other related duties consistent with the position's command responsibilities and delegated authority.

- Other duties undescribed that are essential to the forward, progressive movement of the Sheriff's Office.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High School diploma/GED; and a minimum of five (5) years of progressively responsible sworn law-enforcement experience, including supervisory or command-level responsibility; or an equivalent combination of education and directly related law-enforcement experience approved by the County, subject to applicable Nevada POST and legal requirements. This proposed minimum must be validated before adoption. Experience may include time as a Deputy Sheriff II/III or Equivilant OR a Bachelor's Degree in a related field. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two (2) years Associates Degree in related field or appropriate related experience and two (2) years of professional experience in related field.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Possession of a Nevada Basic and Intermediate POST certificate or a Basic with a combination of training and experience appropriate for the assignment and at least five (5) years of progressively responsible law enforcement experience in a police or sheriff's department.
- Must possess an Internal Affairs Certificate within the first 12 months.
- Must possess a Background Training Certificate within the first 12 months.

Required Knowledge and Skills:

Comprehensive Knowledge of the Eureka County Sheriff's Office *De*partment policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes; strategy and tactics for management and deployment of personnel and equipment in tactical and emergency situations; principles and practices of law enforcement records management; county, state and Federal laws, regulations and ordinances; criminal justice and court systems, procedures and protocols in the State of Nevada; investigative and interrogative procedures, and protocols for observation and memorization of critical details; hazardous chemicals and materials, first aid and CPR; geography, roads, and landmarks of Eureka County.

- *Ability to* read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers,employees, and the general public; calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to every-day situations; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; safely operate and maintain a variety of firearms, impact weapons, and chemical agents; define problems, collect data, analyze information, and make logical conclusions based on facts; independently investigate and secure crime scenes, and recognize evidence and causes of crime, death and accidents; demonstrate effective interpersonal relationships in bringing people together to solve problems. Copes with unexpected and/or ambiguous situations and responds in a flexible manner.

ADDITIONAL REQUIREMENTS: Be loyal to the lawful interests and needs of organization; comply in letter and spirit with lawful organizational directives; be available by coming to work on time and be available for work while at work; be medically, physically, mentally and psychologically prepared for work; be productive by giving a full day's work and working in a safe, efficient and effective and the manner in which you conduct yourself, on duty and off duty; be respectful to all, nice to work with and promote a harmonious working environment.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly frequently. Strength, stamina, coordination, and balance to stand and walk for long periods, to walk and run on uneven surfaces, bend, reach, and conduct inspections, climb ladders, fences, and other obstacles and to run in pursuit of other individuals; strength, stamina, and coordination to physically restrain uncooperative and violent individuals.

Strength and coordination to drive vehicles in high speed pursuit without endangering others; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 150 pounds; stamina to be able to maintain physical exertion under stress. Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and strength for the accurate use of firearms; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others.

Shift work with periodic changes. Frequently works alone in isolated areas and occasionally in confined spaces. Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments. Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons. Incumbents may be personally subjected to the stress of exposure to dangerous persons and circumstances including dead, injured, and sick individuals and to individuals with communicable diseases. Position is exposed to the noise of firearms discharge often in close proximity.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

☐ **ANNUAL CONFIDENTIAL PACKET REVIEWED/UPDATED**

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: **Undersheriff**

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Sergeant

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing 1 hour plus	☐	☐	☒	☐
☒	Sitting - 1 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☒	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting/Dragging strength	**# of pounds = 150 lbs**			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting (150+ pounds)	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☐	☒	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☒	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No:		
☒	Distinguish shades	Yes: ☒	No:		
☒	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level: Ability to Communicate in English			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐

EUREKA
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Job Title:	Volunteer Search and Rescue	**Department:**	Sheriffs Office
Classification Range:		**Reports To:**	Sheriff or Designee
		FLSA:	
		Safety Sensitive:	Yes
		Probation Period:	
		Adopted/Revised:	

Summary of Job Purpose: Under general supervision of the Search and Rescue Commander, responds to emergencies, urban rescue and other calls to protect life. To perform a range of tasks to support ongoing search, rescue, recovery operation and other emergencies.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Volunteers may be assigned and engaged based on their individual skills, experience, training, abilities and knowledge for the unique response scenarios posed to Eureka County.
- Responds promptly to emergency calls of incidents when notified.
- Serves as a responder during search, rescue and recovery operations.
- Assists in search, rescue, and recovery operations utilizing appropriate equipment and techniques as directed by the Sheriff's office.
- May provide emergency medical treatment within the scope of certification and training.
- Adheres to all applicable safety procedures and practices.
- Performs tasks or duties as assigned during a mission such, on-trail carry outs, equipment transport, and operation of two-wheel or four-wheel drive vehicles in a variety of non-emergent driving conditions.
- Effectively communicates verbally by means of two-way radio as person-to-person and in writing through completion of various records, memos and letters.
- Maintains apparatus, and search and rescue equipment.
- Participates in all phases of training necessary to acquire the knowledge and skills required of the position.
- Assists in maintaining records and submitting reports.
- Services the community through volunteering.
- Walks, climbs, crawls and as necessary to accomplish rescue and personal safety.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education and Experience: Must hold a current and valid Nevada Driver's License, must be 18 years of age.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation***.**

Basic knowledge of standard search, rescue, and recovery methodology and techniques. Knowledge of the Incident Command System (ICS). Knowledge of basic navigation techniques, and the ability to use a map, compass, and/or GPS equipment to determine location. Ability to provide basic emergency medical care such as first aid for minor injuries, and CPR. Ability to assist in patient packaging and transport. Knowledge of the procedures for Body Substance Isolation (BSI), and the precautions required to prevent exposure to bloodborne pathogens. Knowledge of Personal Protective Equipment (PPE), and its appropriate use in search, rescue, and

recovery operations. Knowledge of situation awareness fundamentals including personal equipment, essential rescue equipment, and general all-risk hazards. Knowledge of the use and operating characteristics of radios used in SAR operations including mobile units. Ability to operate two and four-wheel drive vehicles in a variety of terrain and weather conditions.
Ability to take direction, be flexible with assignments and engage in activities that support the Eureka County.

Physical/Mental Demands & Working Environment: *The physical requirement described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

The volunteer may be required to perform in a confined environment and to be available during varied shifts, hours, and locations, including weekends and holidays. Work routinely involves physically rigorous assignments and strenuous activity. While performing the duties of this position, the volunteer is frequently required to walk or jog on uneven surfaces, bend, stoop, climb, crawl, squat, and stand for long periods of time. The volunteer may need to lift and/or move weight of up to fifty (50) pounds. May be able to; carry heavy loads up and down stairs, to hear and respond; be able to effectively communicate via two-way radio and over the telephone; be able to grasp and safely use tools. Under stress, incumbent must be able to utilize critical thinking skills, such as logic, judgement, and reasoning.

Exposure to hazards, including, but not limited to; vehicle traffic, body fluids, toxic agents, smoke, dust, fumes, heat, cold, noise, and odor. Performs duties both inside and outside; being outside occurs on a frequent basis and requires exposure to; vehicle traffic, dust, fumes, smoke, high noise levels, and extreme weather conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

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Job Title:	Deputy Treasurer/Public Administrator/Public Guardian II	**Department:**	Treasurer's Office
Classification Range:	I28	**Reports To:**	Treasurer
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6-Months
		Adopted/Revised:	

Summary of Job Purpose: Under the general supervision and as representative of the elected Treasurer/Public Administrator, the Deputy Treasurer/Public Guardian performs routine specialized administrative/clerical tasks in addition to other unique assignments. Organizes and supervises the day-to-day operations and staff activities providing complex and sensitive management of legal conservatorship and estate administration cases mandated by the court for County residents; directs and approves the review of intricate financial and legal documents.

DISTINGUISHING CHARACTERISTICS: Besides the duties of Deputy Treasurer**,** this single position class serves as the Public Guardian for Eureka County, responsible for managing the activities and functions of that office. This class oversees the protection, preservation and management of estate assets, surrogate decision making for medical, surgical, psychiatric and other health/personal needs and arrangements for the provision of food, clothing, shelter and other needs for protected persons.

Essential Functions: *The 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 skill.*

TREASURER:

Property Tax:

1. Verifies annual ad valorem and special assessment tax rates to create complex fiscal year tax bills; electronically transmits the tax roll for the generation of the annual tax bills.
2. Processes tax billings and collections; receives and posts incoming revenue to the computer system while generating and distributing receipts.
3. Apportions collected revenue and makes timely deposits to the bank.
4. Generates and sends courtesy letters, delinquent tax notices, and publications on unpaid parcels; applies penalties in scheduled installments.
5. Maintains procedures for effectively locating owners of real property.
6. Verifies legal descriptions and ownership details to create Trustee Certificates, Delinquent Tax Deeds, Certificates of Redemption and Deeds of Reconveyance to be filed with the County Clerk Recorder.
7. Develops and oversees publications for public notices in relation to quarterly taxes due.
8. Compiles and generates affidavits and various reports in relation to property taxes to the County Commission per NRS.

9. Coordinates delinquent tax sales including: parcel ownership research; ordering title reports; creating and sending final notices; publishing and posting sale notices; creating and posting sale instructions; sale day setup and completing sale reconciliations.
10. Creates and publishes annual tax rate notification.

Personal Property Tax Collection:

1. Collect, process and record revenue
2. Make timely deposits of revenue to the bank.
3. Apportion revenue and report monthly
4. Answer question from taxpayers and assist them in completing tax payments.
5. Maintain accurate records of collected and delinquent accounts including but not limited to tax payer contact information
6. Impose personal property tax penalties when applicable

Room (Occupancy) Tax Collection:

1. Create, implement, and carry out systems for accurate record keeping, tax collection, and reporting.
2. Prepare and mail next fiscal year reports to all hotels.
3. Ensure the accuracy of report submitted monthly with payment.
4. Collected revenue and makes timely deposits to the bank
5. Make reasonable attempts to collect unpaid tax debts from hotels
6. Maintain a detailed, accurate report of taxes collected to be sent to the State Treasurer on a monthly and annual basis.

Banking:

11. Possesses knowledge of accounting procedures to accurately record expenditures and revenues; compiles and generates affidavits and various reports in relation to property taxes to the County Commission per the Nevada Revised Statutes (NRS).
12. Oversees the design, documentation, and implementation of various integrated systems and applications for periodic and ad hoc financial reporting, utilizing complex electronic financial information from County systems and databases.
13. Reconciles monthly bank statements and creates a monthly treasurer's report.
14. Tracks multiple deposits from federal agencies, state agencies, all County departments, wires, ACH, EFT, and credit cards.
15. Compiles and analyzes financial information from all components of the County, and develops integrated revenue/expense analyses, projects, reports and presentations.
16. Coordinates, compiles and analyzes monthly and annual financial statements for the County, utilizing complex spreadsheets and database applications.

17. Analyzes, designs, documents and implements internal financial reporting systems and procedures for the County.
18. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles.
19. Maintains internal controls for effective safeguarding of funds received from the public and other County departments; regularly updates passwords to secure online bank accounts.

Liaison:

20. Effectively coordinates with Department Heads to resolve discrepancies with collection and receipting of funds.
21. Interprets financial transactions and events for reporting to entities in the County who make economic or business decisions.
22. Works with the Comptroller's office to reconcile expenditure and revenue postings; maintains sufficient funds in bank accounts to accommodate current accounts payable and payroll expenditures.
23. Assists external auditors by providing all requested information.
24. Develops financial reports for forecasting, trending, and results analysis.
25. Reviews costs and performs cost benefits analysis related to projects and/or programs; generates and distributes system reports.
26. Scans present and past records for permanent storage;
27. Researches and provides copies of historic records upon request.

Investing & Legislative Research:

28. Maintains a diverse investment portfolio in accordance with NRS and Eureka County's Investment Policy; investment objectives include preservation and safety of capital, maintaining necessary liquidity and maximizing the rate of return within guidelines; possesses an in-depth knowledge of a variety of investment vehicles and creates informational spreadsheets to track revenue, disbursements, interest, investment maturities, rate of return and interest timelines.
29. Submits ideas for legislative bills and amendments through the Treasurer association; researches and reports fiscal impact of proposed legislation; participates in tracking the legislative process to defeat or defer bills with adverse effects; provides proactive support of bills with positive effects for the County; implements finalized legislation.

General:

30. Demonstrates proficiency with language for creating letters, notices and publications in a timely manner.
31. Maintains internal controls for effective safeguarding of funds received from public and other County departments.
32. Executes purchasing within the limitations of the department's budgets.
33. Performs other duties as assigned.

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PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

Public Administrator:

1. Ensures that the property of a decedent is safeguarded when the Coroner or law enforcement requests the assistance of the Public Administrator's Office and are unable to immediately locate a family member; or when one or more of the following conditions exist: there are no known heirs; an executor has not been appointed; the named executor of a Last Will and Testament fails to act; the Last Will and Testament names the Public Administrator as executor; an heir or heirs requests or petitions to have the Public Administrator appointed as the administrator of the estate; the Public Administrator determines property of the estate, or property deemed to have value to the estate, is being neglected, wasted, lost, inappropriately transferred, etc.

2. Investigates: the financial status of any decedent for whom he or she has been requested to serve as Administrator to determine the assets and liabilities of the Estate; whether there is any qualified person who is willing and able to serve as Administrator of the Estate of an intestate decedent to determine whether he or she is eligible to serve in that capacity; whether there are beneficiaries named on any asset of the Estate or whether any deed upon death executed pursuant to NRS 111.665 to 111.699, inclusive, is on file with the County Recorder.

3. Petitions the Court for letters of Administration of the Estate of an intestate decedent if he or she finds that there is no other qualified person having a prior right who is willing and able to serve, and acts upon Court Order as Administrator of the Estate.

4. When acting as Administrator of the Estate, pays funeral and burial expenses from available estate funds, within the ability of the estate to pay, and in accordance with the decedent's wishes.

5. Upon court order, acts as Administrator of the Estate, regardless of the amount of assets in the estate of the decedent if no other qualified person is willing and able to serve.

6. Liquidates Assets when necessary unless otherwise provided by NRS 148.

Public Guardian:

1. Responsible for the development and implementation of goals, objectives, policies, procedures and work standards for the Public Guardian office; Participates in the preparation and administration of the Public Guardian's budget.

2. Plans, organizes, administers, reviews and evaluates the day-to-day activities of assigned public guardian duties. Which includes, but is not limited to, serving as a day-to-day informational resource for individuals in the community who wish to know more about what guardianship is, who qualifies for guardianship, what resources are available for those individuals who would like to take guardianship of a protected person.

3. Prioritizes and allocates available resources; reviews and evaluates program and service delivery by fostering and maintaining relationships with County and State staff who provide services to the not only Protected Persons, but also aging adults and adults with disabilities living in a rural community. Ensuring that resources are used appropriately and that all clients receive the most effective provision of services.

4. Maintain knowledge of least restrictive alternatives to guardianship including Power of Attorney, Advanced Directives, Living Wills, and explain these alternatives to members of the community.

5. Investigate and determine whether the protected person before the appointment of a guardian, executed any advance directives, such as powers of attorney, living wills, organ donation statements and statements by the person recorded in medical charts. On finding such documents, the guardian shall inform the court and other interested parties of the existing health care documents.

6. Address all issues of the estate that require immediate action, which include, but are not limited to, securing all real and personal property, insuring it at current market value, and taking the steps necessary to protect it from damage, destruction, or loss.

7. Make reasonable efforts to keep estate assets safe by keeping accurate records of all transactions and be able to account for all the assets in the estate. Submit reports regarding the status of a guardianship to the court as ordered by the court or required by state statute.

8. Secure the Protected Person's medical, psychological, therapeutic, and social services, training, education, social and vocational opportunities that are appropriate.

9. Develop and implement a financial plan and budget for the management of income and assets that corresponds with the care plan for the person and aims to address the goals, needs and preferences of the person.

10. Examine all services and all charts, notes, logs, evaluations, and other documents regarding the person at the place of residence and at any program site to ascertain that the care plan is being followed. Participate in all care or planning conferences concerning the residential, educational, vocational, or rehabilitation program of the person. Submit reports regarding the status of a guardianship to the court as ordered by the court or required by state statute.

11. Monitors and interprets changes in laws and regulations related to assigned functions; evaluates their impact upon departmental activities and develops and implements policy and procedural changes as required.

12. The ability to put aside personal beliefs and serve as a surrogate decision maker regarding medical decisions including but not limited to withholding or withdrawal of medical treatment, artificially provided nutrition and hydration, on behalf of the person.

13. Ability to communicate with the interested parties on behalf of the Protected Person and healthcare decisions.

14. Directs the maintenance of accurate records and files. Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.

15. Drives a personal or county motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.

QUALIFICATIONS:

Knowledge of:

Knowledge of functions and responsibilities of the offices of the County Treasurer, Public Administrator and Public Guardian, required office practices and procedures including: filing; the operation of standard office equipment; bookkeeping and record keeping principles and practices; collection of property and other taxes; proper usage of the English language, including spelling, grammar, and punctuation; business calculations; office software including, but not limited to, Microsoft Word, Excel, Access, and proprietary software; intermediate level of knowledge regarding PCs, printers, hardware, and software.

Ability to work independently; understand, interpret, and apply specific rules, codes, regulations, and procedures; communicate and maintain effective working relationships with other office personnel and those conducting business with the office; work under pressure of deadlines and public scrutiny; perform detailed office support work; organize and maintain files and records; provide information in person, on the telephone, via fax, and e-mail; operate standard office equipment including computers, scanners, printers, fax machines, copiers, and networked phone lines; type at a rate sufficient to perform assigned duties; adhere to confidentiality and ethics requirements as the custodian of both public and non-public records.

Requirements: Per NRS 253.010 Must be 21 years of age; not have been convicted of a felony for which is or her civil rights have not been restored by a court of competent jurisdiction; and not have been found liable in a civil action involving a finding of fraud, misrepresentation, material omission, misappropriation, theft or conversion

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

Performing clerical activities and interpretation and application of complex programs or administrative procedures.

Principles and practices of public guardian case management, social work and social service provision; crisis intervention and counseling techniques; effects of mental and physical illnesses; investigative techniques; principles and practices of estate property accounting and money management; administrative principles and practices, including goal setting, program development, implementation and evaluation; computer applications related to the work; record management principles and practices; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

Developing and implementing measurable goals, objectives, policies, procedures and work standards; developing effective work teams and motivating co-workers to meet goals and objectives and provide client service in the most cost effective and efficient manner; interpreting, applying and explaining laws and regulations relating to assigned functions; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines.

Licensing and Certification:

Must possess a valid Nevada Class C driver's license. Certification with the National Guardianship Foundation is required. Annual Continuing Education credits must be taken to maintain certification

It is highly recommended that the incumbent become certified for the National Guardianship within two years of employment.

Education and Experience:

Four (4-year) Bachelor's Degree preferred. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two year Associates Degree in business or public administration, social science, behavioral science and appropriate related experience and two (2) years of professional experience in either asset management and distribution or social service delivery, preferably involving public guardianship or similar functions.

PHYSICAL REQUIREMENTS: The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Requires strength, dexterity, coordination, and vision to use keyboard and computer equipment for long periods of time; to handle voluminous files and single pieces of paper; for occasional lifting of heavy items, weighing up to fifty (50) pounds; stamina and coordination are required for moving from place to place within the office and other offices of County government, including climbing and descending stairs.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Working conditions generally include a clean work environment with limited exposure to conditions such as dust, fumes, odors, noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and unplanned events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Deputy Treasurer/Public Administrator/Public Guardian I	**Department:**	Treasurer's Office
Classification Range:	II5	**Reports To:**	Treasurer
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6-Months
		Adopted/Revised:	

Summary of Job Purpose: Under the general supervision and as representative of the elected Treasurer/Public Administrator, the Deputy Treasurer I performs routine specialized administrative/clerical tasks in addition to other unique assignments, to include assisting in carrying out the duties and responsibilities of the Public Guardian when deemed necessary. This class is distinguished from other clerical classes in the County by the requirement of performing clerical functions that require knowledge of financial procedures. It is distinguished from the class of Deputy Treasurer II by the performance of the more routine tasks and duties assigned to the position in performing real property functions, revenue collection, investments and legislative issues.

Essential Functions: *The 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 skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

TREASURER:

Property Tax:

1. Processes tax billings and collections; receives and posts incoming revenue to the computer system to generate and distribute receipts.
2. Apportions collected revenue and makes timely deposits to the bank.
3. Generates and sends courtesy letters, delinquent tax notices, and publications on unpaid parcels.
4. Maintains procedures for effectively locating owners of real property.
5. Verifies legal descriptions and ownership details to create Trustee Certificates, Delinquent Tax Deeds, Certificates of Redemption and Deeds of Reconveyance to be filed with the County Clerk Recorder.
6. Develops and oversees publications for public notices in relation to tax installments due.
7. Coordinates delinquent tax sales including: parcel ownership research; ordering title reports; creating and sending final notices; publishing and posting sale notices; creating and posting sale instructions; sale day setup and completing sale reconciliations.
8. Compiles and generates affidavits and various reports in relation to property taxes to the County Commission per NRS.

Banking:

9. Receives deposits from all county departments and transports those deposits to the bank for processing at least weekly.
10. Reconciles monthly bank and investment statements and creates a monthly treasurer's report;
11. Tracks multiple deposits from federal agencies, state agencies, County departments, wires, ACH, EFT, and credit cards.
12. Coordinates, compiles and analyzes monthly and annual financial statements for the County, utilizing spreadsheets and database applications.
13. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles.
14. Maintains internal controls for effective safeguarding of funds received from the public and other County departments; regularly updates passwords to secure online bank accounts.

Liaison:

15. Effectively coordinates with Department Heads to resolve discrepancies with collection and receipting of funds.
16. Interprets financial transactions and events for reporting to entities in the County who make economic or business decisions.
17. Works with the Comptroller's office to reconcile expenditure and revenue postings; maintains sufficient funds in bank accounts to accommodate current accounts payable and payroll expenditures.
18. Assists external auditors by providing all requested information.
19. Scans present and past records for permanent storage.
20. Researches and provides copies of historic records upon request.

General:

21. Demonstrates proficiency with language for creating letters, notices and publications in a timely manner.
22. Executes purchasing within the limitations of the department's budgets.
23. Performs other duties as assigned.

Public Administrator/Public Guardian:

24. Monitors and allocates payments for bills and general welfare of represented payee.
25. Confers with departmental staff and County management regarding assigned areas of responsibility; coordinates assigned activities with service providers in various public and private organizations to ensure that resources are appropriately utilized and that all clients receive the most effective provision of services.
26. Assists with the maintenance of accurate records and files. Uses standard office equipment, including a computer.

Knowledge and Ability:

Knowledge of functions and responsibilities of the office of the County Treasurer, required office practices and procedures including: filing; the operation of standard office equipment; bookkeeping and record keeping principles and practices; collection of property and other taxes; proper usage of the English language, including spelling, grammar, and punctuation; business calculations; office software including, but not limited to, Microsoft Word, Excel, Access, and proprietary software; intermediate level of knowledge regarding PCs, printers, hardware, and software.

Ability to work independently; understand, interpret, and apply specific rules, codes, regulations, and procedures; communicate and maintain effective working relationships with other office personnel and those conducting business with the office; work under pressure of deadlines and public scrutiny; perform detailed office support work; organize and maintain files and records; provide information in person, on the telephone, via fax, and e-mail; operate standard office equipment including computers, scanners, printers, fax machines, copiers, and networked phone lines; type at a rate sufficient to perform assigned duties; adhere to confidentiality and ethics requirements as the custodian of both public and non-public records.

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training and experience. An example of a typical way to acquire qualifying knowledge and ability is listed below:

Performing clerical activities and interpretation and application of complex programs or administrative procedures.

It is highly recommended that the incumbent become certified for the National Guardianship within two years of employment.

PHYSICAL REQUIREMENTS: The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Requires strength, dexterity, coordination, and vision to use keyboard and computer equipment for long periods of time; to handle voluminous files and single pieces of paper; for occasional lifting of heavy items, weighing up to fifty (50) pounds; stamina and coordination are required for moving from place to place within the office and other offices of County government, including climbing and descending stairs.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Working conditions generally include a clean work environment with limited exposure to conditions such as dust, fumes, odors, noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and unplanned events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ TYPE I
☐ TYPE II
☐ TYPE III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Deputy Treasurer/Public Administrator/Public Guardian III	**Department:**	Treasurer's Office
Classification Range:	I25	**Reports To:**	Treasurer
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6-Months
		Adopted/Revised:	

Summary of Job Purpose: Under the general supervision and as representative of the elected Treasurer/Public Administrator, the Deputy Treasurer/Public Guardian performs routine specialized administrative/clerical tasks in addition to other unique assignments. Organizes and supervises the day-to-day operations and staff activities providing complex and sensitive management of legal conservatorship and estate administration cases mandated by the court for County residents; directs and approves the review of intricate financial and legal documents.

DISTINGUISHING CHARACTERISTICS: Besides the duties of Deputy Treasurer**,** this single position class serves as the Public Guardian for Eureka County, responsible for managing the activities and functions of that office. This class oversees the protection, preservation and management of estate assets, surrogate decision making for medical, surgical, psychiatric and other health/personal needs and arrangements for the provision of food, clothing, shelter and other needs for protected persons.

Essential Functions: *The 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 skill.*

TREASURER:

Property Tax:

1. Verifies annual ad valorem and special assessment tax rates to create complex fiscal year tax bills; electronically transmits the tax roll for the generation of the annual tax bills.
2. Processes tax billings and collections; receives and posts incoming revenue to the computer system while generating and distributing receipts.
3. Apportions collected revenue and makes timely deposits to the bank.
4. Generates and sends courtesy letters, delinquent tax notices, and publications on unpaid parcels; applies penalties in scheduled installments.
5. Maintains procedures for effectively locating owners of real property.
6. Verifies legal descriptions and ownership details to create Trustee Certificates, Delinquent Tax Deeds, Certificates of Redemption and Deeds of Reconveyance to be filed with the County Clerk Recorder.
7. Develops and oversees publications for public notices in relation to quarterly taxes due.
8. Compiles and generates affidavits and various reports in relation to property taxes to the County Commission per NRS.
9. Coordinates delinquent tax sales including: parcel ownership research; ordering title reports; creating and sending final notices; publishing and posting sale notices; creating and posting sale instructions; sale day setup and completing sale reconciliations.

10. Creates and publishes annual tax rate notification.

Personal Property Tax Collection:

1. Collect, process and record revenue
2. Make timely deposits of revenue to the bank.
3. Apportion revenue and report monthly
4. Answer question from taxpayers and assist them in completing tax payments.
5. Maintain accurate records of collected and delinquent accounts including but not limited to tax payer contact information
6. Impose personal property tax penalties when applicable

Room (Occupancy) Tax Collection:

1. Create, implement, and carry out systems for accurate record keeping, tax collection, and reporting.
2. Prepare and mail next fiscal year reports to all hotels.
3. Ensure the accuracy of report submitted monthly with payment.
4. Collected revenue and makes timely deposits to the bank
5. Make reasonable attempts to collect unpaid tax debts from hotels
6. Maintain a detailed, accurate report of taxes collected to be sent to the State Treasurer on a monthly and annual basis.

Banking:

11. Possesses knowledge of accounting procedures to accurately record expenditures and revenues; compiles and generates affidavits and various reports in relation to property taxes to the County Commission per the Nevada Revised Statutes (NRS).
12. Oversees the design, documentation, and implementation of various integrated systems and applications for periodic and ad hoc financial reporting, utilizing complex electronic financial information from County systems and databases.
13. Reconciles monthly bank statements and creates a monthly treasurer's report.
14. Tracks multiple deposits from federal agencies, state agencies, all County departments, wires, ACH, EFT, and credit cards.
15. Compiles and analyzes financial information from all components of the County, and develops integrated revenue/expense analyses, projects, reports and presentations.
16. Coordinates, compiles and analyzes monthly and annual financial statements for the County, utilizing complex spreadsheets and database applications.
17. Analyzes, designs, documents and implements internal financial reporting systems and procedures for the County.

18. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles.
19. Maintains internal controls for effective safeguarding of funds received from the public and other County departments; regularly updates passwords to secure online bank accounts.

Liaison:

20. Effectively coordinates with Department Heads to resolve discrepancies with collection and receipting of funds.
21. Interprets financial transactions and events for reporting to entities in the County who make economic or business decisions.
22. Works with the Comptroller's office to reconcile expenditure and revenue postings; maintains sufficient funds in bank accounts to accommodate current accounts payable and payroll expenditures.
23. Assists external auditors by providing all requested information.
24. Develops financial reports for forecasting, trending, and results analysis.
25. Reviews costs and performs cost benefits analysis related to projects and/or programs; generates and distributes system reports.
26. Scans present and past records for permanent storage;
27. Researches and provides copies of historic records upon request.

Investing & Legislative Research:

28. Maintains a diverse investment portfolio in accordance with NRS and Eureka County's Investment Policy; investment objectives include preservation and safety of capital, maintaining necessary liquidity and maximizing the rate of return within guidelines; possesses an in-depth knowledge of a variety of investment vehicles and creates informational spreadsheets to track revenue, disbursements, interest, investment maturities, rate of return and interest timelines.
29. Submits ideas for legislative bills and amendments through the Treasurer association; researches and reports fiscal impact of proposed legislation; participates in tracking the legislative process to defeat or defer bills with adverse effects; provides proactive support of bills with positive effects for the County; implements finalized legislation.

General:

30. Demonstrates proficiency with language for creating letters, notices and publications in a timely manner.
31. Maintains internal controls for effective safeguarding of funds received from public and other County departments.
32. Executes purchasing within the limitations of the department's budgets.
33. Performs other duties as assigned.

PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

Public Administrator:

1. Ensures that the property of a decedent is safeguarded when the Coroner or law enforcement requests the assistance of the Public Administrator's Office and are unable to immediately locate a family member; or when one or more of the following conditions exist: there are no known heirs; an executor has not been appointed; the named executor of a Last Will and Testament fails to act; the Last Will and Testament names the Public Administrator as executor; an heir or heirs requests or petitions to have the Public Administrator appointed as the administrator of the estate; the Public Administrator determines property of the estate, or property deemed to have value to the estate, is being neglected, wasted, lost, inappropriately transferred, etc.

2. Investigates: the financial status of any decedent for whom he or she has been requested to serve as Administrator to determine the assets and liabilities of the Estate; whether there is any qualified person who is willing and able to serve as Administrator of the Estate of an intestate decedent to determine whether he or she is eligible to serve in that capacity; whether there are beneficiaries named on any asset of the Estate or whether any deed upon death executed pursuant to NRS 111.665 to 111.699, inclusive, is on file with the County Recorder.

3. Petitions the Court for letters of Administration of the Estate of an intestate decedent if he or she finds that there is no other qualified person having a prior right who is willing and able to serve, and acts upon Court Order as Administrator of the Estate.

4. When acting as Administrator of the Estate, pays funeral and burial expenses from available estate funds, within the ability of the estate to pay, and in accordance with the decedent's wishes.

5. Upon court order, acts as Administrator of the Estate, regardless of the amount of assets in the estate of the decedent if no other qualified person is willing and able to serve.

6. Liquidates Assets when necessary unless otherwise provided by NRS 148.

Public Guardian:

1. Responsible for the development and implementation of goals, objectives, policies, procedures and work standards for the Public Guardian office; Participates in the preparation and administration of the Public Guardian's budget.

2. Plans, organizes, administers, reviews and evaluates the day-to-day activities of assigned public guardian duties. Which includes, but is not limited to, serving as a day-to-day informational resource for individuals in the community who wish to know more about what guardianship is, who qualifies for guardianship, what resources are available for those individuals who would like to take guardianship of a protected person.

3. Prioritizes and allocates available resources; reviews and evaluates program and service delivery by fostering and maintaining relationships with County and State staff who provide services to the not only Protected Persons, but also aging adults and adults with disabilities living in a rural community. Ensuring that resources are used appropriately and that all clients receive the most effective provision of services.

4. Maintain knowledge of least restrictive alternatives to guardianship including Power of Attorney, Advanced Directives, Living Wills, and explain these alternatives to members of the community.

5. Investigate and determine whether the protected person before the appointment of a guardian, executed any advance directives, such as powers of attorney, living wills, organ donation statements and statements by the

person recorded in medical charts. On finding such documents, the guardian shall inform the court and other interested parties of the existing health care documents.

6. Address all issues of the estate that require immediate action, which include, but are not limited to, securing all real and personal property, insuring it at current market value, and taking the steps necessary to protect it from damage, destruction, or loss.

7. Make reasonable efforts to keep estate assets safe by keeping accurate records of all transactions and be able to account for all the assets in the estate. Submit reports regarding the status of a guardianship to the court as ordered by the court or required by state statute.

8. Secure the Protected Person's medical, psychological, therapeutic, and social services, training, education, social and vocational opportunities that are appropriate.

9. Develop and implement a financial plan and budget for the management of income and assets that corresponds with the care plan for the person and aims to address the goals, needs and preferences of the person.

10. Examine all services and all charts, notes, logs, evaluations, and other documents regarding the person at the place of residence and at any program site to ascertain that the care plan is being followed. Participate in all care or planning conferences concerning the residential, educational, vocational, or rehabilitation program of the person. Submit reports regarding the status of a guardianship to the court as ordered by the court or required by state statute.

11. Monitors and interprets changes in laws and regulations related to assigned functions; evaluates their impact upon departmental activities and develops and implements policy and procedural changes as required.

12. The ability to put aside personal beliefs and serve as a surrogate decision maker regarding medical decisions including but not limited to withholding or withdrawal of medical treatment, artificially provided nutrition and hydration, on behalf of the person.

13. Ability to communicate with the interested parties on behalf of the Protected Person and healthcare decisions.

14. Directs the maintenance of accurate records and files. Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.

15. Drives a personal or county motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.

Knowledge and Ability:

Knowledge of functions and responsibilities of the offices of the County Treasurer, Public Administrator and Public Guardian, required office practices and procedures including: filing; the operation of standard office equipment; bookkeeping and record keeping principles and practices; collection of property and other taxes; proper usage of the English language, including spelling, grammar, and punctuation; business calculations; office software including, but not limited to, Microsoft Word, Excel, Access, and proprietary software; intermediate level of knowledge regarding PCs, printers, hardware, and software.

Ability to work independently; understand, interpret, and apply specific rules, codes, regulations, and procedures; communicate and maintain effective working relationships with other office personnel and those conducting business with the office; work under pressure of deadlines and public scrutiny; perform detailed office support work; organize

and maintain files and records; provide information in person, on the telephone, via fax, and e-mail; operate standard office equipment including computers, scanners, printers, fax machines, copiers, and networked phone lines; type at a rate sufficient to perform assigned duties; adhere to confidentiality and ethics requirements as the custodian of both public and non-public records.

Requirements: Per NRS 253.010 Must be 21 years of age; not have been convicted of a felony for which is or her civil rights have not been restored by a court of competent jurisdiction; and not have been found liable in a civil action involving a finding of fraud, misrepresentation, material omission, misappropriation, theft or conversion

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

Performing clerical activities and interpretation and application of complex programs or administrative procedures.

Principles and practices of public guardian case management, social work and social service provision; crisis intervention and counseling techniques; effects of mental and physical illnesses; investigative techniques; principles and practices of estate property accounting and money management; administrative principles and practices, including goal setting, program development, implementation and evaluation; computer applications related to the work; record management principles and practices; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

Developing and implementing measurable goals, objectives, policies, procedures and work standards; developing effective work teams and motivating co-workers to meet goals and objectives and provide client service in the most cost effective and efficient manner; interpreting, applying and explaining laws and regulations relating to assigned functions; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines.

Licensing and Certification:

Must possess a valid Nevada Class C driver's license. Certification with the National Guardianship Foundation is required (if not certified, certification must be obtained within 2 years of accepting position).

It is highly recommended that the incumbent become certified for the National Guardianship within two years of employment.

Education and Experience:

Four (4-year) Bachelor's Degree preferred. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two year Associates Degree in business or public administration, social science, behavioral science and appropriate related experience and two (2) years of professional experience in either asset management and distribution or social service delivery, preferably involving public guardianship or similar functions.

PHYSICAL REQUIREMENTS: The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Requires strength, dexterity, coordination, and vision to use keyboard and computer equipment for long periods of time; to handle voluminous files and single pieces of paper; for occasional lifting of heavy items, weighing up to fifty (50)

pounds; stamina and coordination are required for moving from place to place within the office and other offices of County government, including climbing and descending stairs.

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Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Board of County Commissioners Meeting

Date: 11/12/26

1. Total runs for (October):**35**
   Eureka-13 Med X-8
   CV-0 Med X-14
2. EMS financials for (October): **$6,264.56**
3. Genesis Home Health visits for (October):**14**
   a. Nursing=2
   b. PCA=9
   c. PCA Private Pay=3
4. Clinic visits for (October):**284**
   Eureka-268
   -Pena 116
   -Kleinman 136
   -Harper 5
   -Rocky 9
   -Other 18
   CV-16
5. Rehab Services for (October):
   a. Patients-
   b. Home Health-

Activities for October:

Tamisha is officially done; last day 10/28th

Halloween

CNHD will be here November 16th, 10-3, for family planning immunizations and clinic service. Senior center 11:30-1

ECEMS Monthly Run and Staff Report

October 01, 2026 - October 31 2026

Total Volunteers				Overall Call Statistics (Countywide)		
	Eureka		Crescent Valley	Mine Property / Miner Involved		
	11		11	5(+4)		
Active Volunteers				Clinic Property		
	Eureka		Crescent Valley	2 (+2)		
	3		3			
				Multiple Units Needed		
Most Calls Ran				4 (+1)		
	Eureka		Crescent Valley			
	Terrilynn Brown - 5		N/A			
	Shawn Brown - 2		N/A			
	Brenna Rogne- 1		N/A			
Most On-Call Hours						
	Eureka		Crescent Valley			
	Terrilynn Brown- 264		Richard Dye- 59			
	N/A		KS/SB - 36			
	N/A		Stephanie Lancaster - 24			
Full Time Members						
	Calls Taken		On-Call Hours	Regular Hours	Overtime Hours Worked	YTD '25-'26 (TOTAL HOURS)
Brent Jones	0					
Griffin Bussian	12		246.5	130	37.5	7,256.50
Nichole Cooley	9		440 (+90)	N/A	N/A	3145 (On-Call Only)
Med-X (Eureka Only)	8		275 (550)			

(+X) (-X) figures are in regards to previous months totals

Ambulance Run Report

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Eureka	12	92.31%
Ely	1	7.69%
	Total: 13	**Total: 100.00%**

Eureka County Emergency Medical Service
Community Courage Compassion Commitment
Crescent Valley – Diamond Valley – Eureka

Administration; PO Box 407 Eureka, NV 89316
Office; 775-237-5306 Fax; 775-237-7037

Ambulance Fee Reconciliation Report for October 2026

I, Nichole Cooley, certify that the following is an accurate, full, and complete statement of monies collected by the Eureka County Emergency Medical Service to provide ambulance service from all sources during the calendar month. All funds, checks, and transfers received by the EMS Department from all sources were deposited with the Clerk/Treasurer's Office at 10 S. Main St., Eureka, NV 89316.

The attached report indicates the monies collected and credited to individual accounts by the billing contractor during the month. Accounts listed as "unknown" have no identifiable account associated with the payment by the payor. The billing contractor will reconcile these accounts.

Payments received during prior months may appear on this report due to "unknown" account payments being associated with an account during this calendar month and being posted by the billing contractor. The contractor's detailed close report is attached.

Collected between October 1st and October 31st	$ 6,264.56
Associated with an account credited by the contractor;	$ 6,264.56
Received but not associated with an account at this time;	$ 0

Prepared by:

ncooley

Nichole Cooley
Eureka County EMS Coordinator

I certify that these amounts are accurate as of October 31st, 2026.

ncooley

Coordinator Nichole Cooley
Eureka County EMS Coordinator

Fees collected via detail:

Total fees collected via ACH to lock box service:	$ 4,954.08
Total fees collected via PO Box 407:	$ 1,260.48
Total fees collected via PNP:	$ 50.00
Total fees collected via cash payment to the treasurer:	$ 0
Total fees collected for CPR classes:	$ 0
TOTALCollected between October 1st and 31st, 2026:	$ 6264.56

From: Crystal Rodriguez
To: County Commission
Subject: [EXTERNAL] Free Supplemental Kindergarten Readiness Resource for Nevada Families
Date: Thursday, October 29, 2026 1:33:16 PM

CAUTION: This Message originated outside your organization.

Hello,

My name is Crystal Rodriguez, and I am a Senior Manager of Partnerships with Waterford.org.

I wanted to introduce Waterford Upstart, a no-cost kindergarten readiness program available to eligible Nevada families, funded by The Nevada Department of Health and Human Services.

Waterford Upstart provides children with **personalized reading, math, and science activities at home in just 15 minutes a day, along with family coaching and support.**

Families receive at no cost:

- Personalized reading, math, and science activities
- Family coaching and support
- Approximately 15 minutes of learning per day, 5 days per week
- ***Device and internet support for eligible families, subject to availability***

The program is **not intended to replace any school, preschool, or district curriculum**. Rather, it serves as a supplemental resource that families can use at home to reinforce and extend learning.

Eligible children must:

- Be born between August 1, 2021, and July 31, 2022
  - Be entering kindergarten in 2027
- Meet at least one of the following criteria:
  - Live in a rural Nevada community
  - Be in foster care
  - Have a household income at or below 199.9% of the Federal Poverty Level (FLP)

I hope to help raise awareness of this opportunity among the families, communities, and networks you serve so that eligible children can benefit from this additional learning resource.

Please don't hesitate to reach out if you have any questions.

Thank you for your time and for all you do to support Nevada students and families.

NV Upstart Flyer

Who is Waterford.org? What is Waterford Upstart?

Crystal Rodriguez, Waterford.org
Senior Manager, Partnership

crystalrodriguez@waterford.org

9157600876

From: SOS - PIO
To: SOS - PIO
Subject: [EXTERNAL] MEDIA AVAILABILITY: Nevada Secretary of State Francisco Aguilar, City of Las Vegas Mayor Shelley Berkley to host press conference ahead of Election Day
Date: Friday, October 30, 2026 10:31:48 AM
Attachments: image001.png

CAUTION: This Message originated outside your organization.

FRANCISCO V. AGUILAR
NEVADA
SECRETARY of STATE

FOR PLANNING PURPOSES

October 30, 2026

CONTACT: Cecilia Heston
Public Information Officer
SOSPIO@sos.nv.gov

MEDIA AVAILABILITY: Nevada Secretary of State Francisco Aguilar, City of Las Vegas Mayor Shelley Berkley to host press conference ahead of Election Day

LAS VEGAS, NV – On Monday, November 2, Nevada Secretary of State Francisco Aguilar and City of Las Vegas Mayor Shelley Berkley will host a press conference to highlight information voters should know in the week leading up to the election, including mail ballot recommendations, election transparency initiatives and more.

Media are invited to attend. Please RSVP to SOSPIO@sos.nv.gov for more details.

The City of Las Vegas will be hosting a vote party on Election Day from 11 a.m. to 2 p.m. at City Hall (495 S. Main St.). City Hall polls will be open from 7 a.m. to 7 p.m. There will also be mail drop-off balloting as well.

Important dates for the 2026 General Election

- Early Voting: Early voting runs through Friday, October 30. County polling locations may be found here.
- Election Day: Election Day is November 3. Polls will be open from 7 a.m. to 7 p.m.
- Mail Ballots: October 20 was the last day to register or update an existing registration and be mailed a ballot. Mail ballots must be postmarked on or before Election Day and received by the county election official no later than November 7 to be counted. The SOS recommends mailing ballots at least one week before Election Day. Voters may also return their mail ballot at any official dropbox in their county.
    - Track your ballot: Voters can sign up to track their mail ballot on MyBallot.NV.gov.
- NVEASE: Nevada's Effective Absentee System for Elections is available at NVEASE.gov. NVEASE is for military and overseas citizens, Nevadans with a disability and Tribal members living on a reservation or colony in Nevada.
- Same-Day Voter Registration: Voters can register to vote or update their voter registration online at VOTE.NV.gov or in-person during early voting or on Election Day at a polling location.

Additional information about the 2026 Election Cycle can be found here.

For questions about voting, registration or the 2026 General Election, please contact the Nevada Secretary of State's Office Elections Division at (775) 687-VOTE (8683) or by email at nvelect@sos.nv.gov.

###

From: NACO
To: County Commission
Subject: [EXTERNAL] NACO News 10-16-26
Date: Friday, October 16, 2026 11:15:46 AM

CAUTION: This Message originated outside your organization.

NACO NEWS

Weekly Updates and Information Important to Nevada's Counties

October 16, 2026

Upcoming Events & Meetings

NACO Board of Directors - **November 20**

National Association of Counties (NACo) Legislative Conference (Washington DC) **- February 20-23, 2027**

Online Resources

- NACO Website
- 2026 NACO Directory
- National Association of Counties (NACo)
- Nevada Ethics Resources
- NACo County Explorer *Baseline county specific data on multiple topics.*

Educational Opportunities

National Association of Counties (NACo)

NACo Public Promise Procurement Launches New Amazon Business Contract - **October 22**

NACo Policy Insider Webinar Series: Understanding the Federal Landscape for Counties - **October 22**

University of Nevada Reno, Extension

A Taste of Extension

On Tuesday, NACO Government Affairs Manager, Jennifer Berthiaume attended A Taste of Extension in Clark County. This annual event showcases how Extension impacts local communities through their vast catalogue of programs.

To further the work of **Extension** and ensure your county is receiving the most impactful programming for your communities, we encourage you to complete and share the Extension Community Needs Surveys for both **adult** (18+) and **youth** (11-18) programing.

Both surveys are open until **November 30th**, with results to be shared on an individual county basis in early 2027.

County partnerships with Extension help fuel the vibrancy of our communities. The **NACO Extension Subcommittee** is an important part of ensuring coordination and mutual

NACo Policy Insider Webinar Series: Understanding the Federal Landscape for Counties - **November 5**

Secure & Responsible AI: Building Trust and Cyber Resilience in Local Government - **November 10**

NACo Knowledge Network - A Library of Virtual Content

Recordings of past NACO Workshops can be viewed on the education and training page at nvnaco.org.

Employment Opportunities

Carson City - Churchill - Clark Douglas - Elko - Esmeralda Eureka - Humboldt - Lincoln Lyon - Mineral - Nye - Pershing Storey - Washoe - White Pine

If your county has open positions you would like us to showcase please email Amanda with the details.

Join the NACO Team!

Health & Human Services Research & Policy Analyst

The Nevada Association of Counties (NACO) is looking for a Health & Human Services Research & Policy Analyst to join our team in Carson City.

This is a great opportunity for a professional who wants to work at the intersection of health and human services, public policy, research, and local government.

We're looking for someone with at least 2–4 years of progressively responsible experience in public administration, health and human services, government relations, research and policy analysis, or program management, or an equivalent combination of

support. Membership is open to County Commissioners and Leadership. Join us!

Pumpkins, Pioneers, and Tall Tales Nevada Day 2026

From America 250 to America 300

Launched on the fourth of July, submissions for the **From America 250 to America 300** time capsule are open through Nevada Day, October 31st. Your county and citizens can help preserve Nevada's legacy by sharing photos and stories for the capsule remotely. Click **here** for more information.

News from the National Association of Counties (NACo)

Mentoring Makes for a Smooth Transition in County Government

Roughly 1/3 of county elected officials' positions turn over every two years, whether through term limits or the nature of political campaigning. Elected county officials nearing the end of their terms can help their successors start off strong and avoid the loss of institutional knowledge. Discover more **here**.

CMS Approves Three New Reentry Section 1115 Demonstrations

On September 23, the Centers for Medicare and Medicaid Services (CMS) announced the approval of three new section 1115 reentry demonstrations for Louisiana, Minnesota and **Nevada**. The approvals are effective October 1, 2026, and run through September 30, 2031. These approvals now make 22 states that have approved Medicaid waivers to cover services for individuals pending release from jail. The waivers aim to improve the transition of care for people leaving incarceration and returning to the community. Learn more **here**.

Operation Green Light for Veterans November 4-11

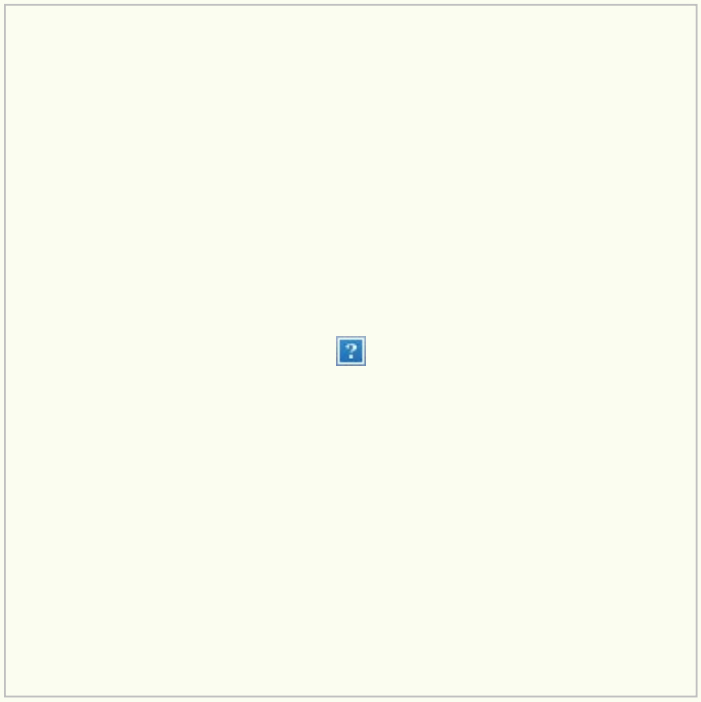
America’s counties have a long and proud history of serving our nation’s veterans, a legacy that continues to this day as we work with our federal, state and local partners to ensure that the former service members have access to the resources they need to thrive.

This Veteran’s Day, the National Association of Counties (NACo) and the National Association of County Veterans Service Officers (NACVSO) invite the nation’s 3,069 counties, parishes, and boroughs to join in showing support for veterans by lighting their buildings green from November 4-11, 2026. By shining a green light, county governments and our residents will let veterans know that they are seen, appreciated and supported.

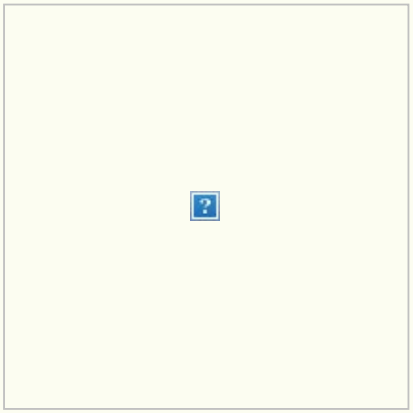
We encourage Nevada's counties to join in showing support

education and experience. A more experienced candidate may be hired as a Senior Research & Policy Analyst based on experience, qualifications, and capacity to assume greater responsibility upon hire. Click here to learn more and apply to join the NACO Team.

for our nation's hero's. Click here for more information, including outreach resources and ideas and materials to help you plan ahead.



NACO is Proud to Support These Programs Beneficial to Counties



Discover how these programs can benefit your county, your staff, and your community!

NACO Community Partnership Program

We are thankful for the support of these private sector partners in support of Nevada's Counties.

Prospector
ENGIE North America, NextEra Energy, WellPath

Silver
Griswold Receivers

For information on the NACO Community Partnership Program, please visit our website.

Nevada Association of Counties
For more information on NACO, our mission, and how we assist Nevada's counties visit www.nvnaco.org or contact us.

Nevada Association of Counties | 304 S. Minnesota St. | Carson City, NV 89703 US

Unsubscribe | Update Profile | Constant Contact Data Notice

Constant Contact



From: NACO
To: County Commission
Subject: [EXTERNAL] NACO News 10-23-26
Date: Friday, October 23, 2026 12:02:33 PM

CAUTION: This Message originated outside your organization.

NACO NEWS

Weekly Updates and Information Important to Nevada's Counties

October 23, 2026

Upcoming Events & Meetings

Operation Green Light for Veterans - **November 4-11**

NACO Board of Directors - **November 20**

National Association of Counties (NACo) Legislative Conference (Washington DC) **- February 20-23, 2027**

Online Resources

- NACO Website
- 2026 NACO Directory
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- Nevada Ethics Resources
- NACo County Explorer *Baseline county specific data on multiple topics.*

Educational Opportunities

National Association of Counties (NACo)

NACo Policy Insider Webinar Series: Understanding the Federal Landscape for Counties - **November 5**

Supreme Court Preview for

Operation Green Light for Veterans

November 4-11

Operation Green Light for Veterans is an annual initiative that celebrates America's counties' long and proud history of serving our nation's veterans, a legacy that continues to this day as counties work with federal, state and local partners to ensure that former service members have access to the resources they need to thrive.

We encourage all 17 of Nevada's counties to participate in showing support for our state's veterans in just two short weeks. For more information on the initiative and to access resources, click **here**.

Local Governments: 2025-2026 Term - **November 9**

Secure & Responsible AI: Building Trust and Cyber Resilience in Local Government - **November 10**

Transforming Public Defense Operations for the Digital Evidence Era - **November 17**

NACo Policy Insider Webinar Series: Understanding the Federal Landscape for Counties - **November 19**

NACo Knowledge Network - A Library of Virtual Content

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Employment Opportunities

Carson City - Churchill - Clark Douglas - Elko - Esmeralda Eureka - Humboldt - Lincoln Lyon - Mineral - Nye - Pershing Storey - Washoe - White Pine

If your county has open positions you would like us to showcase please email Amanda with the details.

Live Healthy Prescription Discount Program Update

The NACo Live Healthy Prescription Discount Program is being sunset. Existing prescription cards will remain valid through **December 31, 2026.**

$10M for Rural Nevada Jail-based Medical Infrastructure
RFA Releasing Next Week!

With the approval of Nevada's 1115 Reentry Demonstration Waiver, Nevada Medicaid now *covers certain pre-release and reentry services* for eligible adults and youth. Covered services may include reentry case management, medical and behavioral health screening and diagnostic services, substance and use disorder treatment, prescribed medications, and connections to community-based care. Through the Rural Health Transformation Program, $10M will be invested in rural county jail infrastructure over the next year. Counties should prepare now to apply for these funds. The Request for Application (RFA) is anticipated to be released next week on Monday, October 26. Click **here** for the presentation information from Nevada Medicaid's October 7th webinar and visit **MedicaidReentry.nv.gov** to access the RFA.

News from the National Association of Counties (NACo)

Counties Reassess License Plate Surveillance

Counties across the country are grappling with how to address mass public backlash against local governments' use of Flock cameras and other automated license plate readers. Some counties are doubling down and adding more of the technology, while others are banning it altogether.

Flock, an artificial intelligence-powered surveillance camera company, is the nation's largest maker of automated license plate readers (ALPRs). Its network of 120,000 cameras across the country capture and analyze vehicle data into a

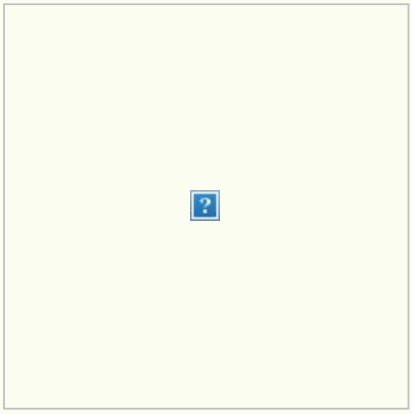
mappable database that local governments and police departments can use to help solve crimes. Learn more **here**.

County Benefits from Teens & Retirees Working Together

Cumberland County, Ky., an understaffed and under resourced rural county, is bringing together its teen and aging populations to serve as volunteers, enabling the county to launch new — and expand existing — programming.

The “Retired and Inspired” initiative mobilizes and trains students and older adults to help with everything from a toy drive to emergency management. It helps ease the burden for overworked county employees, while providing opportunities for youth to gain experience and for retirees with some extra time on their hands to get more involved with the community. Discover **more** about this successful program.

NACO is Proud to Support These Programs Beneficial to Counties



Discover how these programs can benefit your county, your staff, and your community!

NACO Community Partnership Program

We are thankful for the support of these private sector partners in support of Nevada's Counties.

Prospector
ENGIE North America, NextEra Energy, WellPath

Silver
Griswold Receivers

For information on the NACO Community Partnership Program, please visit our website.

Nevada Association of Counties | 304 S. Minnesota St. | Carson City, NV 89703 US

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Constant Contact

From: NACO
To: County Commission
Subject: [EXTERNAL] NACO News 10-29-26
Date: Thursday, October 29, 2026 1:00:34 PM

CAUTION: This Message originated outside your organization.

NACO NEWS

Weekly Updates and Information Important to Nevada's Counties

October 29, 2026

We wish you all a safe and happy Nevada Day!
Don't forget to set your clocks back on Saturday night, Daylight Savings Time ends November 1st.

Upcoming Events & Meetings

Operation Green Light for Veterans - **November 4-11**

NACO Board of Directors - **November 20**

National Association of Counties (NACo) Legislative

Help Shape the Future of Nevada's Trails System

The Nevada Division of State Parks, in partnership with the Nevada Division of Outdoor Recreation, invites the public to help shape the future of trails across the state by participating in an online survey for Nevada's first-ever Statewide Trails Plan.

The plan will help guide the future of trail development,

Conference (Washington DC) **- February 20-23, 2027**

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Educational Opportunities

National Association of Counties (NACo)

NACo Policy Insider Webinar Series: Understanding the Federal Landscape for Counties - **November 5**

Supreme Court Preview for Local Governments: 2025-2026 Term - **November 9**

Secure & Responsible AI: Building Trust and Cyber Resilience in Local Government - **November 10**

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Employment Opportunities

Mineral County
District Attorney (Term ending 2029) - Open until filled

Carson City - Churchill - Clark Douglas - Elko - Esmeralda Eureka - Humboldt - Lincoln Lyon - Mineral - Nye - Pershing Storey - Washoe - White Pine

If your county has open positions you would like us to showcase please email Amanda with the details.

access and management throughout Nevada, and support a wide range of recreational activities like hiking, mountain biking, horseback riding, and off-highway vehicle (OHV) use. Public input will help identify opportunities to connect communities, improve existing trails, expand recreational access and protect Nevada's natural resources. The survey is available in both **English** and **Spanish**. The survey is open through **November 30th**, and we encourage you to share the surveys with your community.

Cashman Good Government Award Application Period Open

The Nevada Taxpayers Association created this award to recognize superior stewardship of taxpayer dollars by government employees and/or agencies. All non-elected, full-time employees in Nevada state and local governments, including school districts and the Nevada System of Higher Education, are eligible for the award. We are looking for nominations of individuals, teams, or departments that have gone beyond the normal scope of their job duties to achieve efficiency and savings. Past county winners include Clark County Social Services, Washoe County Human Services and the Douglas County Managers Office. For more information, including the application package, click **here**. Applications are due **December 2, 2026**.

Operation Green Light for Veterans
Begins Next Wednesday, November 4th

We encourage all 17 of Nevada's counties to participate in this National initiative showing support for our state's veterans beginning next Thursday. For more information on the initiative and to access resources, click **here**.

News from the National Association of Counties (NACo)

NACo Relaunches Advocacy Hub

The updated NACo Advocacy Hub now includes a priorities tracker, action alerts, and top priorities. You can still find templates, policy analysis and toolkits across multiple issues affecting counties. Explore it **here**.

NACo Policy Insider Webinar Series

The NACo Policy Insider biweekly webinar series provides an overview of the full federal policy landscape impacting counties, as well as deeper dives into specific policy areas, equipping county leaders with insights, context and strategies to engage effectively on key issues, including transportation, infrastructure, public lands, disasters, health and human services. The next webinar is next Thursday, November 5th. Click **here** for the full schedule.

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Discover how these programs can benefit your county, your staff, and your community!

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Nevada Association of Counties | 304 S. Minnesota St. | Carson City, NV 89703 US

Unsubscribe | Update Profile | Constant Contact Data Notice

Constant Contact

From:	SOS - PIO
To:	SOS - PIO
Subject:	[EXTERNAL] Nevada Secretary of State Francisco Aguilar announces launch of new election transparency dashboard
Date:	Thursday, October 22, 2026 10:15:31 AM
Attachments:	image001.png

CAUTION: This Message originated outside your organization.

FRANCISCO V. AGUILAR
NEVADA
SECRETARY of STATE

FOR IMMEDIATE RELEASE
October 22, 2026
CONTACT: Cecilia Heston
Public Information Officer
SOSPIO@sos.nv.gov

Nevada Secretary of State Francisco Aguilar announces launch of new election transparency dashboard

CARSON CITY, NV – Nevada Secretary of State Francisco Aguilar announced the launch of a new election data dashboard to increase transparency into the election for the public. The new dashboard is available on VIVID.NV.gov and includes detailed information on statewide voter turnout, mail ballots and in-person voting.

"Transparency builds trust into our elections. The new VIVID dashboard provides real-time data directly from election officials about voter turnout, mail ballot activity and more. It's transparency you can see and understand," **said Secretary Aguilar.** "Nevada is a leader across the country when it comes to the security, accessibility and the voter

experience. The Secretary of State's Office is focused on modernizing Nevada's elections processes to continue strengthening security and transparency and finding innovative ways to help voters get engaged."

The *Visual Interface for Voter Information and Data* (VIVID) provides a centralized, statewide view of election activity through public-facing dashboards. It brings together key data from across the state to present clear, timely and transparent information about the status of elections.

The new VIVID dashboard includes:

- The number of ballots mailed out, returned, accepted and outstanding
- Breakdowns of ballots mailed out, returned, accepted and outstanding by party and county
- The number of ballots that need to be 'cured' or verified by county election officials (including ballots with missing or mismatched signatures)
    - The number of ballots successfully cured
- In-Person Early Voting turnout by day
- In-Person Early Voting and Election Day turnout by county and party

In partnership with the Nevada Broadcaster's Association, the Secretary of State's Office is launching a series of digital ads to promote the new dashboard that will air across digital platforms, TV and radio. Ads are available in English and Spanish on the official YouTube channel.

In addition to the VIVID dashboards, the Secretary of State's Office uploads daily reports on the status of ballots and voting activity for all active registered voters across Nevada. These reports show voters who

have voted in-person or by mail, and if their ballot is in need of a signature cure. It also shows voters who still have outstanding ballots or who may not have voted yet. Information is broken down by Congressional District and County. To navigate these lists:

1. Visit the Secretary of State's informational page on the VIVID project here
2. Scroll down to the "Voter List & Ballot Status Reports"
3. Download the file of the county (and Congressional District, if necessary)
4. Ballot status, vote method and more can be identified in the reports. If a ballot needs to be cured, it will be flagged as "Signature Cure Needed" in the Ballot Status column

The Secretary of State's Office launched a beta version of the VIVID dashboard ahead of the 2026 Primary Election. The Office will continue to make enhancements to the dashboard with additional information and data.

Important dates for the 2026 General Election

- **Early Voting:** Early voting runs from October 17 through October 30. County polling locations may be found here.
- **Election Day:** Election Day is November 3. Polls will be open from 7 a.m. to 7 p.m.
- **Mail Ballots:** October 20 was the last day to register or update an existing registration and be mailed a ballot. Mail ballots must be postmarked on or before Election Day and received by the county election official no later than November 7 to be counted. The SOS recommends mailing ballots at least one week before Election Day. Voters may also return their mail ballot at any official dropbox in their county.

Track your ballot: Voters can sign up to track their mail ballot on MyBallot.NV.gov.

- **NVEASE:** Nevada's Effective Absentee System for Elections is available at NVEASE.gov. NVEASE is for military and overseas citizens, Nevadans with a disability and Tribal members living on a reservation or colony in Nevada.
- **Same-Day Voter Registration:** Voters can register to vote or update their voter registration online at VOTE.NV.gov or in-person during early voting or on Election Day at a polling location.

Additional information about the 2026 Election Cycle can be found here.

For questions about voting, registration or the 2026 General Election, please contact the Nevada Secretary of State's Office Elections Division at (775) 687-VOTE (8683) or by email at nvelect@sos.nv.gov.

###

From:	SOS - PIO
To:	SOS - PIO
Subject:	[EXTERNAL] Nevada Secretary of State Francisco Aguilar announces modernized election results website for the 2026 General Election
Date:	Tuesday, November 3, 2026 10:26:47 AM
Attachments:	image001.png

CAUTION: This Message originated outside your organization.

FRANCISCO V. AGUILAR
NEVADA
SECRETARY of STATE

FOR IMMEDIATE RELEASE

November 3, 2026

CONTACT: Cecilia Heston
Public Information Officer
SOSPIO@sos.nv.gov

Nevada Secretary of State Francisco Aguilar announces modernized election results website for the 2026 General Election

CARSON CITY, NV – Nevada Secretary of State Francisco Aguilar announced a modernized election results website for the November 3 General Election. Available at RESULTS.NV.gov, the redesigned Silver State Elections website provides a centralized source for statewide, county and city election results.

“Transparency means making election information easy to find and easy to understand,” said Secretary Aguilar. “Nevadans have long relied on Silver State Elections for results directly from election officials. This upgrade builds on that trusted resource, making it easier to follow their favorite races and stay informed as results are updated.”

The upgraded website builds on the Secretary of State’s existing Silver State Elections platform, with a new design for presenting election results to voters, members of the media and others following Nevada’s races. Results will be updated as counties submit additional vote totals, including in the days following Election Day.

New features allow users to save their favorite races in one place, find results by county and more, making it easier to follow the contests that matter most to them.

Election results and VIVID: What's the difference?

Two of the Secretary of State's Office's public tools provide different views of Nevada's elections:

- RESULTS.NV.gov shows vote totals for candidates and ballot questions. Unofficial results will begin posting on election night after the polls close and the last voter has voted statewide.
- VIVID.NV.gov shows election participation and ballot activity, including voter turnout, mail ballots sent and returned, and ballots requiring a signature cure. VIVID does not report vote totals for candidates or ballot questions.

Together, these tools help the public follow voter participation and the results of the election using information provided by election officials. Election results and turnout from previous elections can be found here.

What to expect on election night

Polls close at 7 p.m. on Tuesday, November 3. Every eligible voter in line by 7 p.m. will be allowed to vote. Election results will not be released until all polling locations statewide have closed and voters in line have finished voting.

Initial results will not include every ballot. Counties will continue processing eligible mail ballots, resolving signature issues and reviewing provisional ballots after Election Day. Vote totals and the margins between candidates may change as additional ballots are counted and reported. Counties have until the 7th day after the election to process and tabulate mail ballots. Election night results are unofficial and remain subject to the required canvass and certification processes.

There is still time to vote

Voters can cast a ballot in person today, Election Day until 7 p.m. or return their mail ballot to an official county dropbox or polling location by 7 p.m. Voters who need to register or update their registration can do so at a polling location through same-day registration.

Visit VOTE.NV.gov for voter information and links to polling locations. Voters can track their mail ballot at MyBallot.NV.gov.

For questions about voting, registration or the 2026 General Election, please contact the Nevada Secretary of State's Office Elections Division at (775) 687-VOTE (8683) or by email at nvelect@sos.nv.gov.

###

From: SOS - PIO
To: SOS - PIO
Subject: [EXTERNAL] Nevada Secretary of State's Office announces the close of polls in Nevada's General Election
Date: Tuesday, November 3, 2026 11:59:11 PM
Attachments: image.png

CAUTION: This Message originated outside your organization.

FRANCISCO V. AGUILAR
NEVADA
SECRETARY of STATE

FOR IMMEDIATE RELEASE

November 3, 2026

CONTACT: Cecilia Heston
Public Information Officer
SOSPIO@sos.nv.gov

Nevada Secretary of State's Office announces the close of polls in Nevada's General Election

CARSON CITY, NV – The Nevada Secretary of State's Office received confirmation that all polling locations statewide are closed and the last voter has voted. The first unofficial results for the 2026 General Election will be posted on RESULTS.NV.gov. Results will continue to be updated as counties report additional vote totals.

Election night results do not include every ballot. County election officials will continue processing eligible mail ballots, resolving signature issues and reviewing provisional ballots in the days following Election Day.

Mail ballot receipt deadline: Saturday, November 7, at 5 p.m.

Under Nevada law, mail ballots postmarked on or before Election Day and received by the county election official no later than 5 p.m. on Saturday, November 7, may be accepted for counting. Both the postmark and receipt requirements must be met.

Signature cure deadline: Monday, November 9, at 5 p.m.

Voters who returned a mail ballot by mail or at an official county dropbox should watch for messages from their county election official about a missing or mismatched signature. If a signature needs to be verified or provided, the county Clerk or Registrar will contact the voter using the information on their voter registration.

- Visit Cure.NV.gov to learn more about signature curing and available options to resolve a signature issue.
- Track your mail ballot at MyBallot.NV.gov.
- Review or update your voter registration contact information, including your phone number and email address, at VOTE.NV.gov.

Canvass and certification

Local canvasses of the General Election must be completed on or before Friday, November 13. County and city governing bodies review and certify their election returns through the canvass process. The statewide canvass is required by law to take place on Tuesday, November 24.

Results remain unofficial until the applicable canvass and certification processes are complete.

Follow election results and turnout

Visit RESULTS.NV.gov for vote totals for candidates and ballot questions. The modernized Silver State Elections website allows users to save their favorite races for easy access as results are updated.

Statewide and county-level turnout and mail ballot activity are available at VIVID.NV.gov. Turnout figures are unofficial and will continue to be updated as counties process ballots.

For questions about the 2026 General Election, contact the Nevada Secretary of State's Office Elections Division at (775) 687-VOTE (8683) or by email at nvelect@sos.nv.gov.

###

From: Schofield, Robin M CIV USN (USA)
To: Marty Plaskett; Jake Tibbitts
Cc: County Commission
Subject: [EXTERNAL] Poll for January/February 2027 IEC Meeting
Date: Tuesday, October 27, 2026 9:31:19 AM

CAUTION: This Message originated outside your organization.

Good Morning Commissioner Plaskett and Mr. Tibbitts,

Thank you for your active participation and dialogue during the IEC meeting held Sept. 22, 2026.

The next IEC meeting was proposed to be held within a two-week window from Jan. 25-Feb. 5, 2027. We encourage you to log in and register your available times using the link below for the poll to determine the date and time of the next public IEC meeting:

https://framadate.org/polls/db6fe887b90a683f2564

Copy and paste the link into your web browser, then vote for as many days and time periods that are convenient for you.

We also request your input on the physical location of the next IEC public meeting. Currently, we suggest having it in Fallon. If you would like to suggest another option, please respond to this email. Please remember, no matter where our members are located, they can still participate via Zoom.

Please submit your vote by November 6, 2026.

Thank you.

V/R,

Robin Schofield
NASF Community Planning and Liaison Officer
U.S. Naval Air Station Fallon, Nevada
robin.m.schofield2.civ@us.navy.mil
Office: 775-426-2925

EUREKA CONSERVATION DISTRICT

PO Box 323, Eureka, NV 89316
Phone: 775-237-6010

Conserving Natural Resources for Our Future

NOTICE OF PUBLIC MEETING

The Eureka Conservation District (ECD) will hold a public meeting on Tuesday, October 27, 2026, at 4:30 p.m. at the Eureka County Administration Facility, 701 S. Main St., Eureka, Nevada. Persons may also participate by phone by calling 1-469-612-6642 and entering code 411 280 5 and then press #.

AGENDA

Call to Order and Introductions -The chair will call the meeting to order, determine quorum, and welcome introductions by those in attendance.

Public Comment – *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to (3) minutes per person at the discretion of the Chairman.*

District Business

1) Approval of the agenda notice with addition of any emergency item and/or deletion of any item. **(For Possible Action)**
2) Review and approve minutes from the September 16, 2026 meeting. **(For Possible Action)**
3) Review and approve Financial Report with possible corrections, including expenses paid to date since last meeting. **(For Possible Action)**
4) Discuss correspondence and conservation issues affecting the Eureka Conservation District and consider action items for the next agenda. **(For Possible Action)**

Agency and Entity Reports

1) Reports from various partner agencies and entities in attendance. (Discussion)

Juvenile Probation Junior Duck Stamp Program

1) Discuss and approve sponsorship funding for the Juvenile Probation Junior Duck Stamp Program. **(For Possible Action)**

Supervisor Elections

1) Discuss and consider actions to ensure smooth and successful supervisor election process to occur on November 5, 2026, at 6 p.m. at a mass meeting of electors. **(For Possible Action)**

NACD Youth Conservation Poster Contest

1) Review and judge local youth poster contest entries for submission to NvACD. **(For Possible Action)**

Nevada Association of Conservation Districts (NvACD) Annual Business Meeting

1) Discuss and consider for NvACD Annual Business Meeting on November 18 and 19 in Carson City: supervisor attendance, proposed resolutions, and any other related matters. **(For Possible Action)**

NRCS State Technical Advisory Committee (STAC)

1) Discuss and consider requests and recommendations for consideration by the NRCS State Technical Advisory Committee at its meeting on November 10. **(For Possible Action)**

Lower Simpson Creek Project

1) Discuss and consider providing support, both technical and funding, for re-seeding project to benefit sage grouse and forage conditions on the Fiorenzi Ranch on lower Simpson Creek. **(For Possible Action)**

Weed District

1) Discuss and consider strategies as Weed District Board of Directors to further weed control efforts in the Weed District including funding opportunities and treatment priorities. **(For Possible Action)**

Annual Work Plan

1) Review Annual Work Plan and prioritize projects to pursue and accomplish over the next few months. **(For Possible Action)**

Supervisor Comments or Reports (Discussion)

Next Meeting

1) Set the next meeting date and location and consider items to be placed on the next agenda. **(For Possible Action)**

Public Comment – *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to (3) minutes per person at the discretion of the Chairman.*

Adjourn (For Possible Action)

Items on this agenda on which action may be taken are denoted as **(For Possible Action).** Items on this agenda may be taken out of order, combined with other agenda items for consideration, removed from the agenda, or delayed for discussion at any time. Reasonable efforts will be made to assist and accommodate physically handicapped persons attending the meeting. Please call (775) 237-6010 in advance so that arrangements may be made.

This agenda was posted on October 21, 2026 in the following locations: Eureka Post Office; Eureka County Administrative Facility; Eureka County Dept. of Natural Resources; Eureka County Courthouse; electronically posted to Nevada's Public Notice Website (https://notice.nv.gov/),and electronically mailed for posting at Crescent Valley Town Hall and Eureka County Website (https://events.eurekacountynv.gov/meetings). For agenda support material, please contact Hallee Dechambeau at Phone: (775) 237-6010; Email: hdechambeau@EurekaCountyNV.gov or visit the Eureka Conservation District Office located in the Natural Resources Department in the Eureka County Administration Facility (Annex) at 701 S. Main St., Eureka, NV 89316.

EUREKA COUNTY
NATURAL RESOURCES ADVISORY COMMISSION

PO BOX 682
EUREKA, NV 89316
TELEPHONE: (775) 237-6010

NOTICE OF PUBLIC MEETING

The **Natural Resource Advisory Commission** (NRAC) will hold a public meeting on **Wednesday, November 4, 2026 at 6:00 p.m.** at the Eureka County Administration Facility, 701 S. Main St., Eureka, Nevada. Persons may also participate by phone by calling 1- 469-612-6642 and when prompted entering code 234 101 77 followed by #.

AGENDA

Call to Order – The Chairman will call the meeting to order and determine quorum.

Public Comment– *No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to (3) minutes per person at the discretion of the Chairman.*

Commission Business

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. **(For Possible Action)**
2. Discuss and approve meeting minutes of September 16, 2026. **(For Possible Action)**
3. Member updates and reports within each member's area of representation and interest. (Discussion)

Agency and Entity Reports

1. Reports and updates from natural resources and land management agencies and entities. (Discussion)

Correspondence and Issues

1. Discuss correspondence and natural resource issues affecting Eureka County and consider action items for future agenda. **(For Possible Action)**

Minerals - Mining, Oil and Gas, and Geothermal

1. Discuss and consider responses regarding mineral projects and activities in or affecting Eureka County. **(For Possible Action)**

Grazing/Ranching

1. Discuss and consider response to ranching and grazing actions in or affecting Eureka County. (**For Possible Action)**

Alternative Energy

1. Discuss and consider response to alternative energy activities in or affecting Eureka County including the Categorical Exclusion and Decision Record for the Balanced Rock Power Eureka Transmission Project. **(For Possible Action)**

Land Use Planning and Authorizations

1. Discuss and consider efforts to enhance the County's role in land use planning and authorizations. **(For Possible Action)**

Next Meeting – Schedule next meeting and identify agenda items for discussion or action. **(For Possible Action)**

Public Comment– *No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to (3) minutes per person at the discretion of the Chairman.*

Adjourn (For Possible Action)

Items on this agenda on which action may be taken are denoted as **(For Possible Action).** Items on this agenda may be taken out of order, combined with other agenda items for consideration, removed from the agenda, or delayed for discussion at any time. Reasonable efforts will be made to assist and accommodate physically handicapped persons attending the meeting. Please call (775) 237-6010 in advance so that arrangements may be made.

This agenda was posted on October 27, 2026 at the following locations: Eureka Post Office; Eureka County Administrative Facility; Eureka County Dept. of Natural Resources; Eureka County Courthouse; electronically posted to Nevada's Public Notice Website (https://notice.nv.gov) and electronically mailed for posting to Crescent Valley Town Hall and the Eureka County website (https://events.eurekacountynv.gov/meetings). F*or agenda support material, please call (775) 237-6010 or email hdechambeau@eurekacountynv.gov or visit the Natural Resources Department located in the Eureka County Administration Facility (Annex) at 701 S. Main St., Eureka, NV 89316.*

EUREKA COUNTY ADVISORY BOARD TO MANAGE WILDLIFE
PO BOX 682
EUREKA, NV 89316
TELEPHONE: (775) 237-6010

NOTICE OF PUBLIC MEETING

The **Eureka County Advisory Board to Manage Wildlife** will hold a public meeting on **Monday, November 2, 2026 at 4:30 p.m.** at the Eureka County Administration Facility, 701 S. Main St., Eureka, Nevada. Persons may also participate by phone by calling 1-469-612-6642 and entering code 322 273 394 and then press #. When prompted.

AGENDA

Call to Order – Chairman will call the meeting to order and determine quorum.

Public Comment– *No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to (3) minutes per person at the discretion of the Chairman.*

Board Business

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. **(For Possible Action)**
2. Review and approve the minutes of the August 10, 2026 meeting. **(For Possible Action)**
3. Correspondence and Member Reports. (Discussion)

Agency Reports

1. Reports and updates from various wildlife and land management agencies. (Discussion)

Current and Emerging Wildlife, Natural Resources and Public Land Issues

1. Report on and discuss current and emerging wildlife, natural resources and public land issues affecting Eureka County. (Discussion)

Wildlife Enhancement Projects

1. Discuss pinyon-juniper thinning projects, wildlife guzzlers installation, and other potential projects including fisheries and the Tonkin Reservoir Access Improvement Initiative and consider further efforts to move forward for successful implementation of projects including potential funding requests for the County or other entities. **(For Possible Action)**

Nevada Board of Wildlife Commissioners Meeting Agenda and Support Material— the Board may discuss and act upon any or all items on the Wildlife Commissioners Agenda for the November 6, 2026 meeting. **(For Possible Action)**
Notice: Nevada Board of Wildlife Commissioners' meeting agenda and support material is available at nvboardofwildlife.org*

Next Meeting Date – Set next meeting date and consider items for agenda. **(For Possible Action)**

Public Comment– *No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to (3) minutes per person at the discretion of the Chairman.*

Adjournment (For Possible Action)

Items on this agenda on which action may be taken are denoted as **(For Possible Action).** Items on this agenda may be taken out of order, combined with other agenda items for consideration, removed from the agenda, or delayed for discussion at any time. Reasonable efforts will be made to assist and accommodate physically handicapped persons attending the meeting. Please call (775) 237-6010 in advance so that arrangements may be made.

This agenda was posted on October 26, 2026 at the following locations: Eureka Post Office; Eureka County Administrative Facility; Eureka County Dept. of Natural Resources; Eureka County Courthouse; electronically posted to Nevada's Public Notice Website (https://notice.nv.gov) and electronically mailed for posting to Crescent Valley Town Hall and the Eureka County website (https://events.eurekacountynv.gov/meetings).

F*or agenda support material, please call (775) 237-6010 or email hdechambeau@eurekacountynv.gov or visit the Natural Resources Department located in the Eureka County Administration Facility (Annex) at 701 S. Main St., Eureka, NV 89316.*

Nevada Board of Wildlife Commissioners' Meeting Agenda

Meeting Location
Clark County Government Center
500 S. Grand Central Parkway
Las Vegas, NV 89155

If you wish to make public comment, please use this link for Friday, November 6, 2026:
Invite Link
https://us02web.zoom.us/j/81897875263?pwd=aaFbWgmJjQY9d8wD1IaDfBDi1NUCvb.1
Passcode: 535819

Public comment will be taken on each action item following Commission discussion and before any action is taken. **Persons attending virtually wishing to comment are invited to raise their virtual hands in the virtual meeting forum during the appropriate time; each person offering public comment during this period will be limited to not more than three minutes.** The Chair may allow persons representing groups to speak for six minutes. Persons may not allocate unused time to other speakers. Persons are invited to submit written comments on items prior to the meeting at wildlifecommission@ndow.org or attend and make comment during the meeting. Public comment will not be restricted based on viewpoint. To ensure the public has notice of all matters the Commission will consider, Commissioners may choose not to respond to public comments to avoid the appearance of deliberation on topics not listed for action on the agenda. All persons present are asked to sign-in, whether speaking or not. Minutes of the meeting will be produced in a summary format that captures the substance of remarks pursuant NRS 241.035.

In accordance with NRS 501.105 and Commission Policy 1, Adoption of Commission Policies, Resolutions, and Record Keeping: "*The Commission will have a minimum of two readings not on consecutive days of the revised or proposed policy in public meetings before the Commission takes action to adopt, amend, or repeal, or disapprove the policy. Exception: If the policy is declared an emergency the Commission may read, amend, and adopt the policy in two readings on two consecutive days.*"

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General's Open Meeting Law Manual, the Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the Nevada Board of Wildlife Commissioners, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

Friday, November 6, 2026 – 08:00 a.m.

1. Call to Order, Pledge of Allegiance, Roll Call of Commission Members and County Advisory Board Members to Manage Wildlife (CABMW) – Chairman Young — **INFORMATIONAL**

2. Public Comment Period — **INFORMATIONAL**
Public comment will be limited to three minutes. No action can be taken by the Commission at this time; any item requiring Commission action may be scheduled on a future Commission agenda. Persons making comments are asked to begin by stating their name for the record.

3*. Approval of Agenda – Chairman Young — **FOR POSSIBLE ACTION**
The Commission will review the agenda and may take action to approve the agenda for November 6, 2026. The Commission may remove items from the agenda, continue items for consideration or take items out of order.

4*. Approval of Minutes – Chairman Young **FOR POSSIBLE ACTION**

Commission minutes may be approved from the September 25 and 26, 2026 meeting.

5. Member Items/Announcements and Correspondence – Chairman Young **INFORMATIONAL**

Commissioners may present emergent items. No action may be taken by the Commission. Any item requiring Commission action may be scheduled on a future Commission agenda. The Commission will review and may discuss correspondence sent or received by the Commission since the last regular meeting and may provide copies for the exhibit file. (Commissioners may provide hard copies of their correspondence for the written record). Correspondence sent or received by Secretary Jenne may also be discussed.

6. County Advisory Boards to Manage Wildlife (CABMW) Member Items **INFORMATIONAL**

CABMW members may present emergent items. No action may be taken by the Commission. Any item requiring Commission action will be scheduled on a future Commission agenda.

7. Reports **INFORMATIONAL**

A*. Division Activity Reports – Secretary Jenne and Division Administrators

A report will be provided on highlights from the Nevada Department of Wildlife recent activities.

B*. Litigation Report – Deputy Attorney General Nicole Ting

A report will be provided on the Nevada Department of Wildlife litigation.

C. Tag Allocation and Application Hunt Committee (TAAHC) – Commissioner and Committee Chairman Tommy Caviglia

A report will be provided on the recent TAAHC meeting.

D. Presentation from Clark County Advisory Board to Manage Wildlife – Clark County Advisory Board to Manage Wildlife Chairman Paul Dixon

The Commission will hear a presentation on matters currently of concern or interest to Clark CABMW.

8. Shed Antler Regulation Update – Secretary Jenne and Deputy Attorney General Nicole Ting **INFORMATIONAL**

An update will be provided on the current shed antler regulation, including recent developments and implementation status.

9*. Executive Order 2026-003 – Secretary Jenne and Deputy Attorney General Nicole Ting **FOR POSSIBLE ACTION**

The Commission will review Department and stakeholder identified opportunities to streamline, clarify, amend, repeal, or otherwise improve sections of the Nevada Administrative Code (NAC) Chapter 488, 501, 502, 503, and 504 per Governor Lombardo's Executive Order 2026-003 Requiring a Review of Existing Regulations by All Executive Branch Agencies, Departments, Boards, and Commissions. The Commission may identify, suggest, prioritize, and take action to accept or not accept all recommendations. No formal rulemaking or regulatory drafts are required. This agenda item is not a workshop or public hearing related to formal Nevada Administrative Procedure Act requirements. Should the Commission in cooperation with the Governor's Office elevate any recommendations to pursue, those formal requirements will occur at a later date and be noticed

accordingly.

10. Wildlife Violation Process – Chief Game Warden Kristy Knight **INFORMATIONAL**

A presentation will be provided to the Commission giving an overview of the wildlife violation process. It will outline each stage of a violation case from initial observation through final adjudication. Topics will include the issuance of citations, filing of criminal complaints, and the application of demerit points. The discussion will also address the authority of district attorneys and judges to amend, reduce, or dismiss charges throughout the legal process.

11. Aerial Hunting and Scouting – Chief Game Warden Kristy Knight **INFORMATIONAL**

A presentation will be provided to the Commission regarding the legal authority governing aerial hunting and scouting activities. The presentation will highlight current statutes and regulations, clarify the Department's ability to amend or develop regulations for aerial hunting and scouting, and provide context for how aerial activities are managed within the existing statutory and regulatory framework.

12*. Predator Management Status Report – Wildlife Staff Specialist Joe Bennett **INFORMATIONAL**

A presentation will be provided on the accomplishments of the Department's Predator Management Program complete with species and areas of focus.

13. Framework for Big Game Hunting Seasons and Harvest – Game Division Administrator Cody McKee **INFORMATIONAL**

A presentation will be provided to the Commission regarding the Game Division's recently updated framework for developing hunting seasons and harvest recommendations for big game species, formerly referred to as "Big Game Season Prescriptions and Management Objectives for Quota Recommendations." This framework was last presented to the Nevada Board of Wildlife Commissioners in January 2022 and provides guidance to the Game Division when developing recommendations for big game hunting seasons and quotas.

14*. Commission General Regulations – Workshop/Public Comment Allowed **FOR POSSIBLE ACTION**

A*. Commission General Regulation 533, LCB File No. T003-26 – Destruction of Property – Chief Game Warden Kristy Knight

The Commission will hold a workshop to consider a regulation amending Chapter 503 of the Nevada Administrative Code (NAC) for the destruction of private property and wildlife management areas, while engaged in wildlife activity, and amending Chapter 501 of the NAC to create demerits associated with this violation.

15. Commission Regulations – Public Comment Allowed **FOR POSSIBLE ACTION**

A*. Commission Regulation 26-14, Taking of Raptors for Falconry for 2027-2028 – Wildlife Staff Specialist Jess Brooks

The Commission will consider and may take action to approve the 2027-2028 season dates, species, quotas, limits, closed areas, application procedures and deadlines, and take of raptors for falconry.

B*. Commission Regulation 26-15, Non-Commercial Collection of Reptiles and Amphibians for 2027-2028 – Wildlife Staff Specialist Jon Young

The Commission will consider and may take action to approve 2027-2028 season and limits for non-commercial hobby collecting of live, unprotected reptiles and amphibians.

16. Future Commission Meetings and Commission Committee Assignments – Secretary Jenne and Chairman Young **FOR POSSIBLE ACTION**

The next Commission meeting is scheduled for January 29 and 30, 2027 in Reno. The Commission will review and discuss potential agenda items for that meeting. The Commission may change the date, time, and meeting location at this time. The Chair may designate and adjust committee assignments and add or dissolve committees, as necessary at this time. Any anticipated committee meetings that may occur prior to the next Commission meeting may be discussed.

17. Public Comment Period **INFORMATIONAL**

Public comment will be limited to three minutes. No action can be taken by the Commission at this time; any item requiring Commission action may be scheduled on a future Commission agenda. Persons making comment are asked to begin by stating their name for the record.

*Support material provided and posted to the NDOW website, and updates to support material will be posted at Commission Meeting November 6, 2026 - Las Vegas Support material for this meeting may be requested from the Recording Secretary at (775) 688-1599 or wildlifecommission@ndow.org. In accordance with NRS 241.020 this agenda closes three days prior to the meeting Commission Meeting November 6, 2026 - Las Vegas Commission meeting recordings will be uploaded to the NDOW Commission YouTube page within 30 working days after adjournment of a meeting.

Notice to the Public: Nevada Department of Wildlife receives Federal Aid in Fish and/or Wildlife Restoration. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender, or disability. Individuals with hearing impairment may contact the Department at (775) 688-1500 via a text telephone (TTY) telecommunications device by first calling the State of Nevada Relay Operator at 1-800-326-6868. Disabled individuals in need of special services should contact the Department prior to the meeting at (775) 688-1599 or wildlifecommission@ndow.org.

Eureka Conservation District
NOTICE OF MASS MEETING ELECTION
November 5, 2026
6:00 PM

Location: 701 S. Main St., Eureka, NV 89316

NOTICE

The Eureka Conservation District will provide a mass meeting of electors to elect conservation district supervisors to serve on the Conservation District for a four-year term starting on the First Monday of the new year. Nominations of candidates must be made verbally from the floor. All registered voters in Eureka County are eligible to vote in this election.

Supporting material for the meeting described herein is available and can be requested by mail at the Eureka *Conservation District 701 S. Main St., Eureka, NV 89316, by phone at (775) 237-6010, or by email at hdechambeau@eurekacountynv.gov*

The Conservation District is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its Board supervisors and employees and does not discriminate on the basis of race, color, religion, sex, age, creed, nation origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, or gender expression. The Conservation District employs only United States citizens and aliens lawfully authorized to work in the United States.

SPECIAL NOTICE: Members of the public who are disabled and require special assistance or accommodations to attend the meeting are requested to notify Hallee Dechambeau at Eureka *Conservation District, Po Box 323, Eureka, NV 89316, by phone at (775) 237-6010, or by email at hdechambeau@eurekacountynv.gov.*

MEETING NOTICES WERE POSTED AT THE FOLLOWING LOCATIONS:

- *Eureka Annex Building, 701 S. Main St., Eureka, NV 89316*
- *Eureka US Post Office, 51 S. Main St., Eureka, NV 89316*
- *Eureka County Court House, 10 S. Main St., Eureka, NV 89316*
- *Electronically mailed for posting at the Crescent Valley Town Hall and Eureka County Website*
- Nevada Notice Page: https://notice.nv.gov/

EUREKA
-COUNTY-

Job Title:	Appraisers I, II, III	**Department:**	Assessor
Classification Range:	Appraiser I, Salary Range E09	**Reports To:**	County Assessor
	Appraiser II, Salary Range E10	**FLSA:**	Non-Exempt
	Appraiser III, Salary Range E11	**Safety Sensitive:**	Yes
		Probation Period:	6 Months
		Adopted/Revised:	November 12, 2026

Summary of Job Purpose: Under general supervision, makes appraisals of the value of personal property and of real estate improvements and land for tax purposes within Eureka County; maintains appropriate database and other records; explains findings and assessment laws to the public.

Essential Functions: *The 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 skill.*

Appraiser I: This is an entry level class. Employees working at the Appraiser I work under close supervision. Employees hired at Appraiser I must qualify for Appraiser II within twenty-four (24) to thirty-six (36) months.

- Appraises real properties to reflect value changes resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use; conducts market analysis of land values for annual adjustment.
- Visually inspects and locates personal property such as mobile homes; Dealers Reports of Sale, building permits, F.A.A. Reports, business licenses, equipment declarations, pertinent advertising and phone listings, and other information to establish new or revised personal property accounts; enters appropriate information into computer and other records.
- Measures, plots, diagrams, photographs, and describes buildings, computing square foot area and noting quality characteristics for the assessor's property records.
- Interprets legal descriptions, blueprints, and topographical parcel maps.
- Registers motor vehicles; verifies documents; collects fees and taxes due; determines value of vehicles for tax purposes; keeps records of all transactions; accounts for and orders replacement DMV supplies; processes exemptions by maintaining records of exemptions from previous years, and updates annually.
- Sets up and maintains personal property accounts, records, and billings; prepares and mails personal property billings.
- Records changes into computer database and other relevant records;
- Prepares reports for the Department of Taxation and the County Auditor.
- Explains appraisal and assessment practices to public; answers questions from the general public and other agencies about personal property appraisals, and processes, as well as other programs handled by the Assessor's Office.
- Assists individuals in filing for exemptions, rebates, and other programs.
- Calculates and explains Agricultural Deferred taxes;
- Queries – knowledge of queries and how to operate.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Appraiser II: Requires State certification as an appraiser for property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Appraiser II's are eligible for appointment as Deputy Assessors.

- In addition to performing duties assigned to Appraiser I's, collects and records information into sales data bank; performs sales data study; attempts to verify sales completeness; conducts ratio study for vacant property; and creates land values.

- Prepares year-end statistical and segregation analysis, as well as other reports for the State, including updating tax tables.
- Documents and defends appraisal processes and values in the case of an appeal before the County or State Board of Equalization.

Appraiser III: Requires State certification as an appraiser for both Real and Personal Property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Appraiser III's are eligible for appointment as Deputy Assessors.

- In addition to performing duties assigned to Appraiser I's and II's, contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Shares workload on annual appraisal cycle processes including real and personal property appraisal.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education, Experience, Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation:*

Appraiser I: Graduation from high school or possession of a G.E.D. certificate and college course work or experience in real estate, building cost estimating, or engineering. Ability to obtain an Appraiser's Certificate within two (2) years of the date of employment, and ability to complete required continuing education courses. (Possession of a temporary certificate is required upon employment.)

Appraiser II: One (1) year of sufficient work experience including: real estate, building cost estimating, or engineering; experience. Possession of an Appraiser's Certificate issued by the State of Nevada Department of Taxation and sufficient work experience to independently perform the full range of duties listed above. Ability to maintain necessary continuing education hours required for Appraiser's Certificate.

Appraiser III: Two (2) years of work experience including: real estate, building cost estimating, or engineering. Possession of an Appraiser's Certificate issued by the State of Nevada Department of Taxation for both Real and Personal Property and sufficient work experience to independently perform the full range of duties listed above. Ability to maintain necessary continuing education hours required for Appraiser's Certificate.

Special Requirements:

- Nevada Driver's License
- Assessor Appraisers undergo a rigorous certification process including: 180 hours of appraisal education, 4 hours of USPAP ethics standards training, a general appraisal knowledge exam, a specialized property appraisal exam, multiple hours of hands-on training and continuing education of 36 hours every 3 years. Appraisers will perform multiple different analytical processes throughout the course of the year (i.e. Market Analysis, Population Analysis, Housing Count Analysis, Property Audits) to ensure the accuracy of data maintained in the property records. These processes are done to ensure that the Assessor establishes a fair and equitable base value in the county for taxation purposes.

Required Knowledge and Skills:

Knowledge of: Principles and practices of real and/or personal property appraisal, real estate markets and transactions, N.R.S. and taxation codes and county regulations governing the appraisal of personal, commercial, industrial, residential and special purpose properties, standard office practices and procedures, including filing and the operation of standard office equipment, office record keeping principles and practices, correct business English, including spelling, grammar and punctuation, financial record keeping and accounting principles and

terminology, concepts and terminology related to real or personal property appraisal and taxation, concepts, materials and terminology related to building construction.

Skills to: Analyze, interpret, verify and explain real and personal property appraisal data, determine and assign accurate and equitable fair market value to property for taxation purposes, preparing clear and concise reports, correspondence and other written materials, take photographs, organize and prioritize work and meets critical deadlines, understands and follows oral and written directions maintain accurate records and files, uses initiative and independent judgment within established procedural guidelines, contributing effectively to the accomplishment of team or work unit goals, objectives and activities, deals successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Physical/Mental Demands & Working Environment: *The physical/mental requirement described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Frequent standing and sitting. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, and occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Occasional lifting of items weighing up to twenty-five (25) pounds.

Cognitive activities, and use of mental processes to perform administrative or technical work; applies general understanding of operating policies and procedures to solve problems; requires ability to work under stress and to meet deadlines with a continuous, close attention for accurate results. Incumbent is expected to work both in the field and in the office. In the field, incumbent will be exposed to outside weather conditions including heat, cold, wet, and windy weather; contact with animals and unexpected hazards. Work may be in remote, isolated locations.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ APPRAISER I
☐ APPRAISER II
☐ APPRAISER III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Eureka County Television District

FCC licenses next renewal is MAY 2030 for their expiration on October 1, 2030

www.eurekacountytelevisiondistrict.com

P.O. Box 163, Eureka, Nevada 89316, Telephone 541-868-5699

Attending Members: Tracy Moylan

Phone in: Chair Randy Klatt, Vice Chair Mike Rebaleati, Member Eldon Brown, Member Elmer Porter

Guests:
Kimber Elliott – Secretary
Phone in -Payden Hilyard – Eagle Communication, LLC
Katie Ziemann – County Clerk

MEETING MINUTES

Eureka County Television District will meet in regular session on:
Date: Wednesday, Oct 7, 2026
Time: 10:00 A.M.,
Place: Cresent Valley Town Hall, 5045 Tenabo Avenue, Cresent Valley, NV

Call to order

1. **Establish Quorum** *10:10 hrs 1 in person 4 on phone*

2. **Pledge of Allegiance** *Led by Member Moylan*

Public Comment and Discussion – *Katie Ziemann Joined via remote audio to explain requirements for ECTVD member to attend 2 meeting per year – only one member needs to present a short 10-minute presentation of activities, what we have been doing for discussion only, no agenda or minutes will be required. Chair Klatt will attend Oct 20* ***- discussion only***

General Business

1. **Approval of agenda - for possible action** - *Chair Klatt motioned to accept the agenda as presented, Vice Chair Rebaleati seconded, approved (5-0).*

2. **Approval of minutes from previous meetings – September 2, 2026** - ***for possible action*** *Chair Klatt motioned to accept the minutes as presented, Vice Chair Rebaleati seconded, approved (5-0).*

3. **Discuss, approve or deny- - *McEwen mining contract changes - .for possible action*** *– 4'dish will work with no structural changes needed. Paden will make changes to contract - Chair Klatt motioned to approve changes, Member Moylan seconded – approve (4-0).*

4. **Discuss, approve or deny – *Donation to NTA member Tim Stoffel – for possible action -*** *Chair Klatt motioned to approve donation of 200. to GoFundMe for Tim Stoffel, Member Moylan seconded, approved (4-0).*

5. **Expense Report - *for possible action –*** *Vice chair Rebaleati motioned to accept the expenses as presented, Chair Klatt seconded, approved (5-0)*

Humboldt County Television District	$ 823.04	Monthly fiber service
Eagle Communications, LLC	$ 3,000.00	Monthly maintenance
Switch Data Center	$ 1,456.00	Monthly fiber switch svc.
Kimber Elliott	$ 1,500.00	Monthly administrative svc.
Lander County	$ 250.00	Monthly equipment space
AT&T	$ 1,091.40	Monthly Argenta Fiber svc.

Any other bills received after the agenda was posted – for possible action *None*
(A list of bills and supporting documents will be submitted to the Board at the meeting).

6. **Maintenance Report –** *discussion only -Presented by Phone Paden Hilyard, Eagle Communications-*

A. Tank Hill - *Thermostat was malfunctioning, temp monitors replaced. All good now*

B. Prospect Peak - *Plan to install ice shield with Eureka Public Works to install ice shield later this week*

C\. Argenta Ridge / Lander County Courthouse – *Lost power, charger malfunctioned. Repaired charger- All good now*

7. Discussion and possible action of additional work, equipment and improvements at various sites –

8. **Old Business** – d***iscussion only -*** *none*

9. **New Business –**

1. *Quarterly reports at Commissioner's meeting 10-20, at least one board member needs attended and give a 10-minute report on what the board has been doing**.** And things such as, The board will have a vacancy, etc.* ***- discussion only*** *- addressed with Katie in Public comments, Randy will attend*
2. *BLM lease report due Oct 15th, 2026 – discussion only – Report has been posted and waiting to hear if it will be approved or denied.*
3. *Ad to November agenda – ad placed in Eureka Sentinel for board seats that will be open January 2027*

Public Comment *None*

Adjournment – *f*or possible action *Motion made by Chair Klatt 1045 hrs.*

Eureka County Television District

www.eurekacountytelevisiondistrict.com
P.O. Box 163, Eureka, Nevada 89316, Telephone 775/401-8784

FCC licenses next renew in MAY 2030

Members: Randall Klatt - Chairman, Mike Rebaleati - Vice Chairman, Eldon Brown, Tracy Moylan, Elmer Porter

NOTICE OF PUBLIC MEETING

Posted by 5:00 P.M. on Tuesday, November 3, 2026

Eureka County Television District will meet in regular session on:
Date: **Monday, November 9, 2026**
Time: 10:00 A.M.,
Place: Eureka County Courthouse, Jury Room, 10 South Main Street, Eureka Nevada

Agenda

Items may be taken out of order at the discretion of the Chair. Items may be removed from the agenda prior to, or during, the meeting. Related agenda items may be combined for discussion or action. The phrase "for possible action" means the Board may, but is not required to, take action on the item.

Call to order

1. **Establish Quorum**
2. **Pledge of Allegiance**

Public Comment and Discussion – discussion only

*Pursuant to **NRS 241.0200 (c) (3)** this time is devoted to public comment. However, no action may be taken under this item until the matter has specifically been included on an agenda as an item upon which action may be taken.* ***Notice:*** The public is welcome to request agenda items for future meetings during the Public Comment period, or may consult with one or more of the Television District to request agenda items for future meetings.

General Business

1. **Approval of agenda - for possible action**
2. **Approval of minutes from previous meetings – October 7, 2026 - for possible action**
3. **Approve, discuss or deny – Mining America Gold Rock mine is requesting to mount a 4' Antenna on our Prospect Peak tower to provide the communication for the Gold Rock property, which they plan to bring into operation in 2027. Paden has consulted with them and there is room to add it. -for possible action**
4. **Approve, discuss or deny – updating expired contracts with the following Licensee's**
    A. MDW Pan, LLC – 5(yr) Expired 3/6/2019
    B. Sky Fiber Internet – 3(yr) Expired 6/30/2021
    C. Mt Wheeler Power – 5(yrs) Expired 4/4/2018

5. **Expense Report - for possible action**

Humboldt County Television District	$ 823.04	Monthly fiber service
Eagle Communications, LLC	$ 3,000.00	Monthly maintenance
Switch Data Center	$ 1,456.00	Monthly fiber switch svc.
Kimber Elliott	$ 1,500.00	Monthly administrative svc.
Kimber Elliott	$ 200.00	Go Fund me Tim Stoffel
Kimber Elliott	$ 55.00	Ad in Eureka Sentinel
Lander County	$ 250.00	Monthly equipment space
AT&T	$ 1,091.40	Monthly Argenta Fiber svc.
Range Media	$ 385.00	Ad in Eureka Star

Any other bills received after the agenda was posted – for possible action

(A list of bills and supporting documents will be submitted to the Board at the meeting).

6. **Maintenance Report – discussion only**

A. Tank Hill

B. Prospect Peak

C. Argenta Ridge / Lander County Courthouse

7. **Discussion and possible approval of additional work, equipment and improvements at various sites – for possible action**

8. **Old Business - Where are we with the McEwen Mining contract? - discussion only**

9. **New Business - discussion only**

Public Comment

*Pursuant to **NRS 241.0200 (c) (3)** this time is devoted to public comment. However, no action may be taken under this item until the matter has specifically been included on an agenda as an item upon which action may be taken.*

Notice: The public is welcome to request agenda items for future meetings during the Public Comment period, or may consult with one or more of the Television District to request agenda items for future meetings.

Adjournment – ***for possible action***

Notice to persons with disabilities: If you require special assistance, please notify the Eureka County Television District Secretary prior to the meeting at the email address or phone numbers listed above.

The Public Notice/Agenda was posted in Crescent Valley at the Town Hall & Library-5045 Tenabo Ave.; in Eureka at the Courthouse-10 S Main St, and U.S. Post Office-51 S Main St. and on the following websites: https://notice.nv.gov; https://www.eurekacountytelevisiondistrict.com and https://www.eurekacountynv.gov. Mail and e-mails were sent to those requesting them. Posting affidavits available upon request.

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

A division of the
Nevada Department of Conservation & Natural Resources

RECEIVED
OCT 21 2026
EUREKA COUNTY COMMISSIONERS

STATE OF NEVADA
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Jennifer L. Carr, *Administrator*

901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

Notice of Workshop to Solicit Comments on Proposed Amendments to Nevada Administrative Code Chapter 445B

The Nevada Division of Environmental Protection (NDEP) is proposing regulations that will amend Nevada Administrative Code (NAC) 445B. The following workshop has been scheduled to solicit comments from persons interested in the amendments, which are described below. The workshop agenda is on the reverse side of this announcement.

October 28, 2026
9:00 AM – 12:00 PM

Bonnie B. Bryan Boardroom **1st Floor** **901 S. Stewart Street** **Carson City, NV 89701**	**Warm Springs Conference Room** **Suite 200** **375 East Warm Springs Road** **Las Vegas, NV 89119**

Virtual Meeting Information via Microsoft Teams
Join on your computer or mobile app: Click here to join the meeting
Call In (audio only): +1 (775) 321-6111, Conference ID: 169 326 127#

If receiving this document as a hard copy, you can access the meeting information at https://ndep.nv.gov/posts and search for the BAQP Workshop Notice

Permanent Regulation R058-26: The NDEP is proposing to amend NAC 445B.221 to adopt applicable federal rules promulgated since the State regulation was last updated as of April 2024. This is a routine activity. The update includes rulemakings under 40 CFR Parts 51, 52, 60, and 63.

Permanent Regulation R147-26: The NDEP is proposing to amend the Nevada Mercury Control Program by removing obsolete provisions of the Program, clarifying regulatory requirements, and providing additional permitting tools to address common changes by the regulated industry.

The proposed amendments and related materials are available on the NDEP website at: https://ndep.nv.gov/posts. A copy of materials relating to the proposed regulations may also be obtained at the workshop or from Ken McIntyre at NDEP, 901 S. Stewart Street, Suite 4001, Carson City, NV 89701; (775) 687-9493; or e-mail kmcintyre@ndep.nv.gov. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify Ken McIntyre no later than 3 working days before the workshop. This notice has been posted on the official State website, the Nevada Legislature website and the NDEP website, at the NDEP offices in Carson City and Las Vegas, at the State Library in Carson City and at County libraries throughout Nevada.

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

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Nevada Department of Conservation & Natural Resources

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Public Workshop to Solicit Comments on Proposed Amendments to Nevada Administrative Code Chapters 445B

October 28, 2026
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AGENDA

(No action items)

1. Welcome, introductions.
2. Review of agenda; regulation adoption timeline.
3. Presentation of proposed regulation R058-26.
4. Public comments and questions on proposed regulation R058-26**.
5. Presentation of proposed regulation R147-26.
6. Public comments and questions on proposed regulation R147-26**.
7. Adjourn.

** Public comment may be limited to five minutes per person at the discretion of the chairperson. The chair reserves the right to dispense with repetitive comments on a given topic.

The proposed amendments and related materials are available on the NDEP website at: https://ndep.nv.gov/posts. A copy of materials relating to the proposed regulations may also be obtained at the workshop or from Ken McIntyre at NDEP, 901 S. Stewart Street, Suite 4001, Carson City, NV 89701; (775) 687-9493; or e-mail kmcintyre@ndep.nv.gov. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify Ken McIntyre no later than 3 working days before the workshop. This notice has been posted on the official State website, the Nevada Legislature website and the NDEP website, at the NDEP offices in Carson City and Las Vegas, at the State Library in Carson City and at County libraries throughout Nevada.

Eureka County Commissioners

Thank you for your contribution to my education. Thank you for everything.

Thank you,
Evan Brady

RECEIVED

OCT 27 2026

EUREKA COUNTY COMMISSIONERS

Janelle R. Wright
Certified General Appraiser
Nevada A.0006967-CG

November 3, 2026

Eureka County
c/o Mr. Jeb Rowley
Public Works Director
701 South Main Street
Eureka, NV 89316

RE: File: 26-038
Property: 11,731± Square Foot Vacant Parcel of Land
320 S. Edwards Street
Eureka, NV 89316

Dear Mr. Rowley:

On May 7, 2026 I authored a report on the above referenced property, that used an effective date of valuation of May 5, 2026. The report was identified as file number 26-019. This report is incorporated by reference into this document. For the reader's reference, I have included the Summary of Salient Facts and Important Conclusions from that report.

On October 28, 2026, your office requested that I provide a current reappraisal of the above referenced property as of a current date of value. In the request, it was indicated that I did not need to complete an inspection of the subject as part of the Scope of Work of this assignment. I did not inspect the subject property for the previous appraisal but it is assumed that there were no physical differences in the subject property between the last assignment and this one. I also did not note any changes in the town of Eureka.

In completing this re-appraisal, I did research the Eureka County Assessor's database for any vacant land sales in the town of Eureka between May 5, 2026 and November 3, 2026. This research uncovered no new sales of vacant land deemed comparable to the subject. Overall, I have concluded that there is no local data that would suggest any change in the value of the subject property between May 5, 2026 and November 3, 2026.

In deriving a current Market Value for the subject property, I also considered the state of the real estate market throughout Eureka County. Based on other appraisals that I have completed in Eureka County over the last twelve months, as well as based on discussions with realtors active in Eureka County, it is the undersigned's opinion that as a general statement, vacant land values have remained stable since from the beginning of 2026. As a result, the larger market also does not support any change in value for the subject property between May 5, 2026 and the November 3, 2026 current date of value.

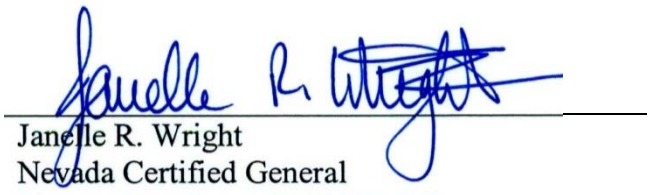
This appraisal was prepared for the same client and is intended for the same users as the May 7, 2026 appraisal. Furthermore, this appraisal is based on the same definition of Market Value as the prior report. This appraisal has also been prepared for the same intended use as the prior report. This report addresses the fee simple interest in the subject property. For a description of the subject property being appraised, the reader is referred to the May 7, 2026 appraisal report, which is incorporated by reference. This appraisal is also based on the same Extraordinary Assumptions and/or Hypothetical Conditions as the May 7, 2026 appraisal report.

This Appraisal Report was prepared in conformance with Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. This report, in conjunction with the May 7, 2026 report, presents and summarizes the data, reasoning and analyses that were used in the appraisal process to develop the opinions of value. The depth of discussion contained in the report is specific to the needs of the client, Eureka County, and for the intended use of the report, which is to assist the client in a possible purchase of the subject property. As I have completed numerous appraisals on vacant parcels throughout Eureka County, as well as in the town of Eureka, I attest to having adequate geographic and technical knowledge to complete a competent appraisal of the subject.

Based upon a careful analysis of all the available data, the following value conclusion was derived for the fee interest in the subject property, as of the November 3, 2026 date of valuation.

MARKET VALUE **$10,500**

Respectfully submitted,



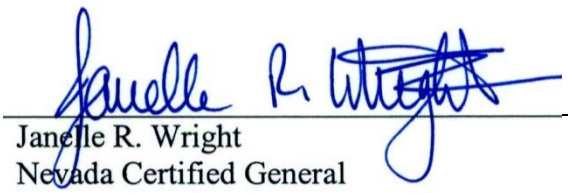
Janelle R. Wright
Nevada Certified General
License Number A.0006967-CG

APPRAISER'S CERTIFICATION

The undersigned do hereby certify that, unless otherwise noted in this appraisal report:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, conclusions, and recommendations.
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have **not** made a personal inspection of the property that is the subject of this report or of the comparables sales.
- No one provided significant real property appraisal assistance to the persons signing this certification.
- The appraisal was not based upon a requested minimum valuation, a specific valuation, or the approval of a loan.
- The appraisers' state registration/certification has not been revoked, suspended, cancelled or restricted.
- I have performed one prior appraisal of the subject property within the three-year period immediately preceding acceptance of this assignment. I have performed no other services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

Respectfully submitted,



Janelle R. Wright
Nevada Certified General
License Number A.0006967-CG

November 3, 2026
Date

SUMMARY OF SALIENT FACTS AND IMPORTANT CONCLUSIONS

Property Name		11,731± Square Foot Vacant Parcel of Land
Address		320 S. Edwards Street, Eureka, NV 89316
Location		Intersection of Edwards, Adams and Mineral Streets, Eureka, Eureka County, Nevada
Legal Description		N/A
Owner of Record		Reginald & Gene L. Depaoli
Assessor's Parcel Number		001-161-03
Land Area		0.27± acres (11,731± square feet)
Improvements		None – Vacant Land
Zoning		There is no zoning in Eureka County.
Flood Zone		Unshaded Zone X
Topography		Gently to steeply sloping
Easements/Encumbrances		None noted
Unusual Seismic Hazards		None noted
Soils		Assumed to be typical for the area.
Landscaping		None
Environmental Concerns		None noted
Access		Paved Roads – Edwards, Adams and Mineral Streets
Utilities		None on site
Wetlands		None noted
Site Improvements		None noted
Public Services		Typical for the area.
Surrounding Utilizations		Residential uses and vacant land
Appraisal Premises		Market Value
Type of Report		Appraisal Report
Property Rights Appraised		Fee Simple
Effective Date of Value		May 5, 2026
Date of Report		May 7, 2026
Highest and Best Use		Parceling of the subject's four areas not encumbered by the right of way impacts and then for their sale as assemblage to adjoining parcel owners.

Notes on the subject:

- The subject is bisected by three roadways, Edwards, Adams and Mineral Streets. These right of ways encumber a total of 4,737± square feet, or 40.38%, of the subject site. The remaining 6,994± square feet of the subject are divided unevenly into the four corners of the subject site. As a result, the subject is felt to have no to very limited development potential.

Extraordinary Assumption

1) Neither the subject parcel nor the comparable sales were inspected by the undersigned. The subject parcel and comparable sales have only been viewed using Eureka County GIS maps, Google Earth images, LandGlide and other such resources. Any description of the subject parcel or comparable sales as well as their features and characteristics are assumed based upon the information obtained from these mapping services. This report is based on the extraordinary assumption that the subject parcel and comparable sales are as described in this report. The use of this assumption may have affected the assignment results.

Hypothetical Conditions None

Contingencies None

Exposure Conclusion **6 – 12 MONTHS**

MARKET VALUE **$10,500**
(As of May 5, 2026)

Re: [EXTERNAL] Re: Eureka County 320 S Edward Street

From: Jayme Halpin <JHalpin@EurekaCountyNV.gov>
To: Janelle Wright <Janelle@jswanv.com>
Date: 10/28/2026 3:54 PM

Yes please proceed! Thank you

Get Outlook for iOS

From: Janelle Wright <Janelle@jswanv.com>
Sent: Wednesday, 28 October 2026 15:52:35
To: Jayme Halpin <JHalpin@EurekaCountyNV.gov>
Subject: Re: [EXTERNAL] Re: Eureka County 320 S Edward Street

CAUTION: This Message originated outside your organization.

Jayme,

Yes, I can definitely prepare a new report for this property. Assuming it would still be a desktop appraisal with the same parameters as the last one, the fee would be $500 and I could have it completed within 2 weeks.

Let me know if you would like me to proceed.

Thank you!

Janelle R. Wright

Nevada Certified General Appraiser

(775) 762-9732

janelle@jswanv.com

From: Jayme Halpin <JHalpin@EurekaCountyNV.gov>
To: Janelle Wright <janelle@jswanv.com>
Sent: 10/28/2026 10:01 AM
Subject: Re: [EXTERNAL] Re: Eureka County 320 S Edward Street

> Sounds good. Thank you.

EUREKA
-COUNTY-

Jayme Halpin
Assistant Public Works Director
Phone:775-237-5372
JHalpin@EurekaCountyNV.gov
Address:701 South Main St.
Eureka, NV 89316

STAY UP TO DATE

From: Janelle Wright <janelle@jswanv.com>
Sent: Wednesday, October 28, 2026 9:56 AM
To: Jayme Halpin <JHalpin@EurekaCountyNV.gov>
Subject: Re: [EXTERNAL] Re: Eureka County 320 S Edward Street

CAUTION: This Message originated outside your organization.

Jayme,

I am out of the office today but I'll take a look at this tonight and get back to you. Thanks!

Janelle R. Wright
Nevada Certified General Appraiser
(775) 762-9732

On Oct 28, 2026 7:22 AM, Jayme Halpin <JHalpin@EurekaCountyNV.gov> wrote:

> Good Morning Janelle,
>
> We are finally making some progress to move forward with securing this property for the county, however we will be out of our 6-month window for the appraisal. Can you renew this appraisal for me?
>
> Thanks,
> Jayme
>
> 
>
>
> ---
>
> **From:** Janelle Wright <Janelle@jswanv.com>
> **Sent:** Thursday, May 7, 2026 4:03 PM
> **To:** Jeb Rowley <JRowley@EurekaCountyNV.gov>; Annette Broad <ABroad@EurekaCountyNV.gov>
> **Cc:** Leah Smith <LSmith@EurekaCountyNV.gov>; Jayme Halpin <JHalpin@EurekaCountyNV.gov>
> **Subject:** Re: [EXTERNAL] Re: Eureka County

CAUTION: This Message originated outside your organization.

Jeb,

Attached please find the appraisal report and invoice for the 0.27± acre parcel of land located at 320 S. Edwards Street, Eureka, Nevada.

Please let me know if you have any questions or concerns.

Janelle R. Wright
Nevada Certified General Appraiser
(775) 762-9732
janelle@jswanv.com

From: Jeb Rowley <JRowley@EurekaCountyNV.gov>
To: Janelle Wright <Janelle@jswanv.com>, Annette Broad <ABroad@EurekaCountyNV.gov>
Cc: Leah Smith <LSmith@EurekaCountyNV.gov>, Jayme Halpin <JHalpin@EurekaCountyNV.gov>
Sent: 4/8/2026 1:36 PM
Subject: RE: [EXTERNAL] Re: Eureka County

> That sounds great Janelle – please proceed with all items as outlined below. I am also including Jayme Halpin (Assistant Public Works Director – Project Manager) with regards to the new APN's if there are questions.
>
> Thanks,
>
> This image cannot be displayed.
>
> **From:** Janelle Wright <Janelle@jswanv.com>
> **Sent:** Wednesday, April 8, 2026 1:29 PM
> **To:** Jeb Rowley <JRowley@EurekaCountyNV.gov>; Annette Broad <ABroad@EurekaCountyNV.gov>
> **Cc:** Leah Smith <LSmith@EurekaCountyNV.gov>
> **Subject:** Re: [EXTERNAL] Re: Eureka County
>
> CAUTION: This Message originated outside your organization.
>
> Jeb,

Below are my bids to complete three new appraisal reports, each addressing the Market Value of the fee simple interest of the property, for Eureka County:

1) APN 001-114-01
Total Land Area Appraised: 0.47± acres
Fee: $1,000
Due Date: 4 - 6 weeks from notice to proceed

2) APN 001-161-03
Total Land Area Appraised: 0.27± acres
Fee: $1,000
Due Date: 4 - 6 weeks from notice to proceed

3) APN 001-116-02
Total Land Area Appraised: 0.12± acres
Fee: $1,000
Due Date: 4 - 6 weeks from notice to proceed

So the combined fee for all three new reports would be $3,000.

In regards to updated appraisals for previously appraised properties located at 100 N. Main Street (APN 001-065-11) and 150 & 154 N. Main Street (APNs 001-065-14 & 15):
I would propose to complete a new appraisal of each property in a letter format, incorporating the original report by reference. The fee for each would be $500 (so $1,000 total) and the due dates would also be 4 - 6 weeks.

I might be closer to the 4 week delivery date but I won't know for sure until I hear back about a couple of other bids I have out.

Thank you for the opportunity to bid on these assignments and please let me know when a decision has been made.

Janelle R. Wright
Nevada Certified General Appraiser
(775) 762-9732
janelle@jswanv.com

From: Jeb Rowley <JRowley@EurekaCountyNV.gov>
To: Janelle Wright <Janelle@jswanv.com>, Annette Broad <ABroad@EurekaCountyNV.gov>
Cc: Leah Smith <LSmith@EurekaCountyNV.gov>
Sent: 4/7/2026 12:02 PM
Subject: RE: [EXTERNAL] Re: Eureka County

> Desktop appraisals please and thanks!
>
> Jeb
>
> ---
>
> **From:** Janelle Wright <Janelle@jswanv.com>
> **Sent:** Tuesday, April 7, 2026 10:53 AM
> **To:** Annette Broad <ABroad@EurekaCountyNV.gov>

Cc: Jeb Rowley <JRowley@EurekaCountyNV.gov>; Leah Smith <LSmith@EurekaCountyNV.gov>
Subject: [EXTERNAL] Re: Eureka County

CAUTION: This Message originated outside your organization.

Annette,

Morning!

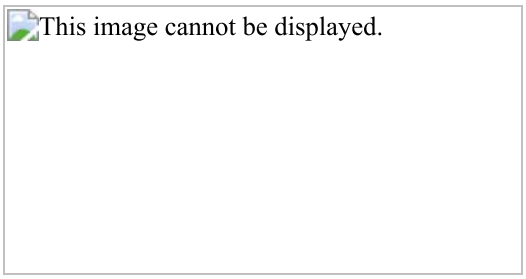
I will research the new parcels and get back to you later today with quotes for everything.

Do you want a quote for a full inspection appraisal on the three new properties or a desktop appraisal, or both?

Janelle R. Wright
Nevada Certified General Appraiser
(775) 762-9732
janelle@jswanv.com

From: Annette Broad <ABroad@EurekaCountyNV.gov>
To: "Janelle@jswanv.com" <janelle@jswanv.com>
Cc: Jeb Rowley <JRowley@EurekaCountyNV.gov>, Leah Smith <LSmith@EurekaCountyNV.gov>
Sent: 4/7/2026 10:32 AM
Subject: Eureka County

> Good morning Janelle,
>
> I have a few appraisal requests this morning 😊
>
> **Can we please get updated appraisals for the following:**
>
> 1. Eureka Salvage - 100 N. Main Street (APN#: 001-065-11)
> 2. Louies Lounge – 150 N. Main Street (APN#: 001-065-14) & 154 N. Main Street (APN#: 001-065-15)
>
> **May we please request new appraisal reports for the following:**
>
> 1. Clipper LLC – 241 S. O'Neil Avenue (APN#: 001-114-01)
> 2. Reginald H. Depaoli – 320 S. Edwards Street (APN#: 001-161-03)
> 3. Reginald H. Depaoli – 20 S. O'Neil Avenue (APN#: 001-116-02)
>
> Have a great day!
>
> Thank you,



CONFIDENTIALITY NOTICE:
This email from Eureka County, and any files transmitted with it, are for the sole use of the intended recipient(s) and contain information that may be confidential and/or legally privileged. If you have received this email in error, please notify the sender by reply email, and delete the message. Any disclosure, copying, distribution or use of this communication by someone other than the intended recipient is prohibited.

APPRAISER CERTIFICATE

STATE OF NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY

NOT TRANSFERABLE **REAL ESTATE DIVISION** **NOT TRANSFERABLE**

This is to Certify That : JANELLE R WRIGHT **Certificate Number:** A.0006967-CG

Is duly authorized to act as a CERTIFIED GENERAL APPRAISER **from the issue date to the expiration date at the business address stated here in, unless the certificate is sooner revoked, cancelled, withdrawn, or invalidated.**

Issue Date: September 17, 2026 **Expire Date:** September 30, 2028

In witness whereof, THE DEPARTMENT OF BUSINESS AND INDUSTRY, REAL ESTATE DIVISION, by virtue of the authority vested in Chapter 645C of the Nevada Revised Statues, has caused this Certificate to be issued with its Seal printed thereon. This certificate must be conspicuously displayed in place of business.

FOR: JANELLE R WRIGHT
8001 TEMPTATION LANE
LAS VEGAS, NV 89128

REAL ESTATE DIVISION

SHARATH CHANDRA
Administrator

THE GREAT SEAL OF THE STATE OF NEVADA
ALL FOR OUR COUNTRY

United Rentals

BRANCH 553
4820 E IDAHO ST
ELKO NV 89801-4673
775-738-3562

4 WEEK BILLING INVOICE

267794825-001

Customer # : 213592
Invoice Date : 10/07/25
Date Out : 09/23/25 12:00 AM
Billed Through : 10/19/25 12:01
UR Job Loc : TEL - CRESCENT VALLEY
UR Job # : 19
Customer Job ID:
P.O. # : CRESCENT VALLEY PARK
Ordered By : LESTER PORTER
Reserved By : MIRAH [illegible]
Salesperson : MARK MORRIN

Job Site

CRESCENT VALLEY JOB
TBD
CRESCENT VALLEY NV 89821

Office: 775-237-5372 Job: 775-237-5372

EUREKA COUNTY ROAD DEPT
PO BOX 714
EUREKA NV 89316-0714

Invoice Amount: $2,395.00

Terms: Due Upon Receipt
Payment Options: Contact Credit Dept (800) 877-3687

REMIT TO: UNITED RENTALS (NORTH AMERICA) INC
P.O. BOX 06123
LOS ANGELES CA 90074-0123

Qty	Equipment	Description	Minimum	Day	Week	4 Week	Amount
1	11918506	ROLLER 24-42" WALKBEHIND PAD Make: WACKER Model: RD1X-SC2 Serial: WWRD1201MP0007375 (Meter Out: 147.10 Meter In: 0.00	352.00	1,408.00	2,395.00	2,395.00	
					Rental Subtotal:		2,395.00
					Agreement Subtotal:		2,395.00
					Total:		2,395.00

COMMENTS/NOTES:

ONSITE CONTACT: LESTER PORTER
CELL#: 775-468-7154
LESTER PORTER 775 468-7154

Billing period: 28 Days From 9/21/25 11:00 AM Thru 10/19/25 12:00 AM

CV Park Project

Effective February 1, 2024 and where permitted by law, United Rentals may impose a surcharge of 2.0% for credit card payments on charge accounts. This surcharge is not greater than our merchant discount rate for credit card transactions and is subject to sales tax.

NOTICE: This invoice is subject to the terms and conditions of the Rental and Service Agreement, which are available at https://www.unitedrentals.com/legal/rental-service-terms-US and which are incorporated herein by reference. A COPY OF THE RENTAL AND SERVICE AGREEMENT TERMS ARE AVAILABLE IN PAPER FORM UPON REQUEST.

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United Rentals

BRANCH 553
4820 IDAHO ST
ELKO NV 89801-4673
775-738-3565

RENTAL RETURN INVOICE

269118082-001

Job Site

CRECENT VALLEY JOB
TBD
CRECENT VALLEY NV 89821

Office: 775-237-5372 **Job:** 775-237-5372

EUREKA COUNTY ROAD DEPT
PO BOX 714
EUREKA NV 89316-0714

Customer #	: 313552
Invoice Date	: 10/28/26
Rental Out	: 10/19/26 08:00 AM
Rental In	: 10/28/26 01:15 PM
UR Job Loc	: TBD, CRECENT VALLEY
UR Job #	: 15
Customer Job ID:	
P.O. #	: CRESCENT VALLEY PARK
Ordered By	: LESTER PORTER
Reserved By	: SHELBY HANNA
Salesperson	: MARK MORFIN

Invoice Amount: $2,030.00

Terms: Due Upon Receipt
Payment options: Contact our credit office 888-481-2660
REMIT TO: UNITED RENTALS (NORTH AMERICA),INC.
P.O. BOX 051122
LOS ANGELES CA 90074-1122

RENTAL ITEMS:

Qty	Equipment	Description	Minimum	Day	Week	4 Week	Amount
1	12050356	ROLLER 3-5 TON DOUBLE DRUM SMOOTH Make: BOMAG Model: BW120SL-5 Serial: 961881041018 Meter out: 99.30 Meter in: 104.80		398.00	1,015.00	2,528.00	2,030.00

Rental Subtotal:	2,030.00
Agreement Subtotal:	2,030.00
Total:	2,030.00

COMMENTS/NOTES:

ONSITE CONTACT: LESTER PORTER
CELL#: 775-388-7156

Effective February 1, 2024 and where permitted by law, United Rentals may impose a surcharge of 2.0% for credit card payments on charge accounts. This surcharge is not greater than our merchant discount rate for credit card transactions and is subject to sales tax.

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