



NYE COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

Department: Board of Commissioners	Meeting Date:
Category: Regular Agenda Item	March 19, 2024
Prepared by: Samantha Tackett	Phone: (775) 751-7075
Presented by: Tim Sutton, County Manager	Phone: (775) 751-7075

Action requested: (Include what, with whom, when, where, why, and terms)

Discussion and deliberation for the Board of County Commissioners to appoint an individual to fill the unexpired term of the Nye County Clerk due to the resignation of Mark F. Kampf effective April 1, 2024 from the following list of candidates: Kayla Ball, Leonardo Blundo, Andrew Caccavale, Douglas Dubin, Cori A. Freidhof, William E. Hockstedler, Chastity Lobato-Belcher, and William P. Stark.

Complete description of requested action: (Include, if applicable, background, impact, long-term commitment, existing county policy, future goals, obtained by competitive bid, accountability measures)

This appointment is to fill an unexpired term effective April 1, 2024, ending January 1, 2027.

Recommendation:

Financial Impact

Cost:	Fund Name:	Fund #:
Budgeted:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	FY: <input type="checkbox"/> One-Time <input type="checkbox"/> Recurring
Comments:		

Review & Approval

Legal Review Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Legal Approval Received: <input type="checkbox"/>	Date:
Financial Review Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Submitted to Finance: <input type="checkbox"/>	Date:
Administrative Manager Review: <input checked="" type="checkbox"/>	Place on Agenda: <input checked="" type="checkbox"/>	Initials: ST

Item # 15

Kayla Ball
Nye County District Attorneys Office
1520 East Basin Avenue, Suite 107
Pahrump, NV 89048
kball@nyecountynv.gov
(775) 751-4230

February 29, 2024

To the Members of the Nye County Board of Commissioners:

I am submitting this letter of intent to be considered for the position of Nye County Clerk. I have the experience and background that is ideally suited for appointment.

I have a history of a versatile career in the legal system. I have been a loyal Nye County employee of the District Attorney's Office for 11 years, securing 4 successful promotions to a lead Executive Legal Secretary position. I have enclosed my resume which displays my loyalty and dedication to the Nye County District Attorney's Office. My outstanding work ethics speak for themselves as I have been promoted multiple times throughout my career with the office.

I possess the personal ethics and integrity that is the perfect foundation for the commission and the duties of Nye County Clerk. I have been a resident of Pahrump since 1994. I have been a member of this community since I was born. In 2013, I was awarded the Act of Kindness Award from the Town of Pahrump. The award was for fighting for adversity at the highest level and making a positive image of myself for our youth of today. I attended Nye County schools, built relationships with Nye County residents, and have been employed with Nye County for over 10 years. Those relationships and my experience as a long-term Nye County resident allows me the opportunity to relate to the standards, expectations, and goals of Nye County as a whole.

I have the discipline and leadership skills to be an effective and professional representative of Nye County and the Nye County Clerk's Office. I have the working knowledge of the importance of maintaining and protecting court records. I am familiar with Nye County court rules, proceedings, and legal document formats. My current position in the Nye County District Attorney's Office is to aid in the development of other staff members on our team. I coordinate and manage workloads and deadlines. I ensure that tasks assigned are completed in a timely manner within office standards. These responsibilities give me the experience to be an effective leader for the staff of the Nye County Clerks Office.

I have a passion for all aspects of this line of work. If appointed, I know my role, and I understand my responsibilities. I would fulfill the position with the same level of drive and consistency I have with the Nye County District Attorney's Office, offering the public accurate, efficient, and courteous service. I have a long-term goal to continue to pursue the position as Nye County Clerk through future elections, which would allow the opportunity for a consistent Nye County Clerk.

I promise to be a dedicated Clerk with the best interest of the staff, the County, and its residents in mind. I look forward to the opportunity to work with staff and other dedicated members of the county, as a team, toward achieving common goals. I would maintain professionalism at the highest level and serve as a positive image for myself, the staff members of the Clerk's Office, and Nye County as a whole.

Thank you for your consideration,


Kayla Ball

KAYLA BALL

1520 East Basin Avenue Ste. 107, Pahrump, Nevada 89048 | kball@nyecountynv.gov | (775) 751-4230

OBJECTIVE

Goal-focused individual seeking a long-term position as the Clerk of Nye County.

RECEIVED
3/6/24
JCO

SKILLS AND ABILITIES

- Exquisite office management skills
- Professional communication skills
- Maintaining effective working relationships
- Ability to effectively manage work schedules
- Self-motivated, loyal, and driven individual

EXPERIENCE

EXECUTIVE LEGAL SECRETARY III, NYE COUNTY DISTRICT ATTORNEY'S OFFICE | FEB. 2022 – PRESENT
 All duties related to prior position as an Executive Legal Secretary II. Draft a policy/procedure manual. Draft office policies directly related to victim/witness procedures. Assist in the development of Executive Legal Secretaries in learning. Coordinate and manage workloads of Executive Legal Secretaries. Develop and maintain retention policies.

SUPERVISING DA ADMINISTRATOR, NYE COUNTY DISTRICT ATTORNEY'S OFFICE | FEB. 2022 – JAN. 2023

Assist with composing, recommending, and implementing office policies, and procedures. Monitor case management to ensure the most effective and efficient handling of cases. Process department payments. Supervise assigned staff.

EXECUTIVE LEGAL SECRETARY II, NYE COUNTY DISTRICT ATTORNEY'S OFFICE | SEPT. 2016 – FEB. 2022

All duties related to prior position as an Executive Legal Secretary I. Assist the Tonopah branch. Assist attorneys and administration with special assignments of a non-routine nature. Manage an extensive work load that consists of a variety of different job responsibilities. Maintain open communication with other departments in the county to ensure that work is being completed. Use independent knowledge to establish policies and procedures.

EXECUTIVE LEGAL SECRETARY I, NYE COUNTY DISTRICT ATTORNEY'S OFFICE | FEB. 2014 – SEPT. 2016

All duties related to prior position as an Office Assistant. Prepare, draft, file, and edit documents. Process a variety of documents using computer software including electronic filing. Monitor work in progress to ensure legal deadlines are met. Liason between attorneys and victims, witnesses, and other personnel regarding all aspects of cases. Ensure that all files maintain status by entering notes. Coordinate travel itineraries. Compile and summarize information on Nevada Revised Statutes.

OFFICE ASSISTANT, NYE COUNTY DISTRICT ATTORNEY'S OFFICE | OCT. 2012 – FEB. 2014

All duties related to prior position as an Office Volunteer. Receive, screen, and answer inquires from the general public, attorneys, and department. Receive and distribute mail, correspondence, and documents. Sealing and destroying files. Assist in maintaining court calendars. Maintaining records by logging information into the computer software.

OFFICE VOLUNTEER, NYE COMMUNITIES COALITION | JULY 2012 – AUGUST 2012

Perform general clerical tasks such as copying, filing, and mail run. Ensure that files and documents are available prior to court appearances. Locate, retrieve, and distribute files.

EDUCATION

GREAT BASIN COLLEGE, 2016 – PAHRUMP, NEVADA

Associate of Arts Degree

PAHRUMP VALLEY HIGH SCHOOL, 2012 – PAHRUMP, NEVADA

High School Diploma (Graduated a year early as an honor student with a 4.0 GPA)

HONORS & AWARDS

2013 Act of Kindness Award from the town of Pahrump for fighting for adversity at the highest level and making a positive image of myself for our youth of today.

March 13th, 2024

Dear Honorable Nye County Commissioners:

Chairwomen Debra Strickland,
Vice Chairman Ron Boskovich,
Commission Frank Carbone,
Commissioner Donna Cox,
Commissioner Bruce Jabbour,

Please accept this letter of interest to fill the vacancy and unexpired term of Clerk Mark Kampf ending Jan 2027.

During my time as a Commissioner and as my former colleagues, we shared and voted for the same principals we wished to see in the Clerk's office. Election integrity with paper ballots, accurate hand counting, and timely reporting. There are many responsibilities of the Clerk as the individual sits as ex-officio on many Boards along with yourselves as the BoCC. The Clerk, and deputies work closely providing services to the Courts, District Attorney's Office, Public Defenders, and most importantly the citizens and constituents of Nye County. I am the best person qualified for this position. I am ready, willing, and able to serve the People of Nye County. Thank you for your vote of confidence.

With your appointment we will ensure:

- That the elections are run smoothly, accurately, and in accordance with BoCC policy of hand counting and applicable NRS and laws.
- The Clerk's office will work cooperatively with the NCDAO, Public Defenders, and our Justice and District Courts.
- We will collectively work for the betterment of our citizens and constituents throughout Nye County, North and South alike.

Sincerely,



Leonardo F. Blundo

Andrew Caccavale

 Pahrump, NV, 89048

 [REDACTED]

 [REDACTED]



Former NYE County Clerk Political Candidate (2022). I saw what unfolded in the 2020 Presidential election, and decided that I wanted to change the way people vote.

Skills

Problem Solver

Thrives Under Pressure

Works well with others

Work History

2017-09 - 2020-01 **Transport Driver**

Henderson, Whittlesea Inc, Las Vegas, NV

- Transported Passengers to various locations throughout Las Vegas.
- Provided Customer Service to visitors as a representative of the company.
- Maintained company protocol at all times.

2008-10 - 2017-01 **Nevada State Court Appointed Guardian**

For My Father, Michael J. Caccavale (Alzhiemers), Reno, NV

- Provided Medical Care.
- Responsible for all decisions for my father.
- Insured that he would be treated with dignity and respect.

Education

1987-09 - 1991-06 **Bachelor of Science: Behavioral Sciences**

John Jay College of Criminal Justice of The City University of New York - New York, NY

February 29, 2024

Nye County Leadership:

Re: Letter of Interest and Intent for Appointment as Nye County Clerk to fulfill elected term

It was my interest and intent to fulfill by appointment the position of Nye County Clerk.

Mr. Kampf provided a service to the community of Nye County during his tenure, but as there is a portion of the term open, I would like to be considered as my previous experience and skills would be an asset to this community.

Douglas K. Dubin

Resident of Nye County 12+ years

Homeowner

Business Owner

Master of Science Public Relations – MSUB

Emphasis on Individual and Organizational Communication

Previous experience

Elections Division Inspector – Ventura County, California

Precinct Charge

Candidate for public office – community 130,000+

Management experience

Over 15 years

Worked with and oversaw up to 500 staff at one organization.

Goal – To make the election process within the county an Efficient and Effective process so as to create a win-win for all involved.

I appreciate the consideration and look forward to speaking with Leadership regarding this opportunity.

Sincerely,

Douglas K. Dubin

[REDACTED]

[REDACTED]

Douglas Dubin M.S.
Professional Sales Consultant
Pahrump, NV 89060



Top Sales Producer- Innovator

Work Experience

Solar Energy Consultant

Solar - Las Vegas, NV
July 2018 to Present

Identify, Interview, Demonstrate and Negotiate with New Solar customers to meet and exceed Sales objectives. Develop local marketing campaigns to create independent appointments from those created by the company. Attend training seminars to better present organizational products and services.

Noteworthy Achievements: • Recognized as Number One Salesperson within 8 State region • Promoted to Senior Energy Consultant

Sales Consultant

Pahrump Valley Auto Plaza/Heinrich Group
2012 to 2018

Identify, Interview, Demonstrate and Negotiate relationships with new and existing clients to meet organizational and individual sales objectives. Identify and negotiate commercial agreements with potential and existing clients within the community. Develop motivational programs for organizational personnel. Train sales personnel on existing and new products. Work with technology vendors to meet organizational goals.

Noteworthy Achievements: • Recognized as Top Salesperson within the Organization • Awarded Mark of Excellence for Top Overall Sales 2014

Business Development

Advantage Services/HSI
2011 to 2012

Maintain relationships with existing clients and develop relationship with prospective clients.

Create brand recognition in new markets to enhance corporate revenue. Identify potential network markets and build rapport with contacts to expose the corporate brand and generate industry recognition. Assist team members with existing and new business transition to new and additional products for their client base. Assist team members secure agreements with new and existing clients. Work with existing clients to develop new marketing ideas to increase program success.

Noteworthy Achievements: • Recognized for generating 50% of all sales within the organization • Responsible for opening new territories worldwide.

Sales Executive

Corporate Cruise Incentives

2010 to 2011

Develop a product, plan and implement a marketing and pricing program. Hire and train professional sales personnel. Oversee implementation and development of program roll out and then analyze and evaluate personnel and program to meet organizational objectives. Met initial goals and exceeded projected targets for sales and revenue.

Adjunct Faculty

Dawson Community College

2005 to 2010

Responsible for educating working professionals to allow them to meet state and federal guidelines for their industry. Identify industry information necessary to keep current information flowing to professionals. Analyze industry information that needs to be conveyed to working professionals and implement the information in future seminars and class sessions.

Executive Sales and Marketing

LK Manufacturing Corporation

2001 to 2009

Responsible for marketing and selling specialty accessories and consumer products on both the retail and wholesale levels. Develop prospects, identify unique needs, formulate pricing, present winning proposals, and manage key client relationships. Set goals and priorities. Manage research and analysis, track sales and market data. Formulate strategy, product plans, processes, and metrics. Control budgets and direct major initiatives.

Noteworthy Achievements: • Supervised the creation and execution of marketing concepts, strategies and promotional campaigns which established worldwide brand recognition for the Perfect Sommelier® perfect sommelier.com.

Developed website and improved awareness by participating in high-profile events sponsored by Bon Appetite magazine and Universal Studios.

Recruited talent; developed and led a results-getting multidisciplinary team; set service standards and oversaw delivery of unparalleled quality customer service.

Assistant Sales Director / Regional Sales Manager

NOS Communications

1995 to 2000

21st Century Voice and Data

Oversee inside and outside Sales Team members, selling Cellular, Paging and Telecommunication products to small, medium and large businesses. Identify

successes and create programs to correct inefficiencies in operations and sales. Manage market and revenue development for telecommunications industry clients. Executed analysis, planning, forecasting and developed business cases. Implemented sales programs and administered contracts with key accountability for profit performance. Instructed, motivated and managed sales professionals.

Noteworthy Achievements: • Designed a motivational program and advanced multiple sales agents into management; surpassed sales goals in four consecutive months with NOS Communications.

Ranked among the Top two percent performers for three years with 21st Century; promoted to Regional Manager within first four months.

Account Executive, Prior to 1995
Merchandise Direct, Incorporated

Prospected for and identified new business opportunities in assigned sales territory. Built and maintained relationships with decision makers, presented products, analyzed client needs, and negotiated prices to consistently achieve revenue goals. Closely monitored the entire sales cycle to ensure on time delivery and total client satisfaction. In addition to securing new business, developed and maintained lucrative relationships with existing accounts.

Noteworthy Achievements: • Efforts exceeded sales goals by 15%.

Education

Master of Science in Public Relations
Montana State University - Billings, MT

Bachelor of Science in Management / Marketing
Montana State University - Billings, MT

Associate of Science in Business Management
Pierce College - Woodland Hills, CA

LETTER OF INTENT

Cori A. Freidhof

[REDACTED]
[REDACTED]

Date: 03/11/2024

To: the Nye County Board of Commissioners and Nye County Staff

I am submitting my letter of intent for the position of Nye County Clerk. I currently work in the Clerk's Office and know the importance of this position. I have been involved in elections since I was young. My uncle was an assembly man for Henderson Nevada, and through him I was able to participate in different campaigns from Judges to Senators. I have always valued the integrity of the Election Process.

I have been with Nye County for almost 10 years. I worked 4.5 years in the Treasurer's Office and 5 years here in the Clerk's Office. I have learned so much from both offices. I work with an amazing group of people and hope that through my leadership we can all come together as a team to perform all the responsibilities that fall under the purview of the Clerk's Office. I have a working knowledge of the office and am confident I can perform the duties.

The Clerk's Office responsibilities include Election Clerk, Clerk for the District Court, Clerk for County Commissioners, The Board of Equalization, and the Debt Management Commission. We also manage a variety of boards, including but not limited to Town Boards and Advisory Boards. We advise the appropriate parties when appointments are needed and when an elected office needs to be placed on the ballot. The Clerk's Office is also the record holders for multiple things, including the BOCC minutes and all ordinances. We also administer the oath to notaries, issue marriage licenses, issue and validate marriage officiant licenses, and fictitious firm names.

I am currently a Deputy Clerk II with my focus being elections. I have had the advantage of working under 2 different Clerks. I have learned from both. I have a good working rapport with other Clerks in the state and the Secretary of States office. I am looking forward to working with them on implementing the new voting system. I have attended multiple training courses pertaining to the new system.

I feel my knowledge of our office and my experience in finance would be of benefit to the citizens of the county. Thank you for your consideration. I feel that I have the qualifications that will make me a successful Nye County Clerk.

Thank you,

Cori A. Freidhof

Cori Freidhof

Deputy Clerk II

cafreidhof@nyecountynv.gov

Objective

I have been a dedicated Nye County Employee for almost 10 years. Strong background in elections, court, customer service and finance. Willingness to learn and grow with the updating systems.

Professional Experience

Nye County

March 2019

Deputy Clerk II

- Work closely with the Clerk, Deputy Clerk and all staff to ensure an integral election
- Maintain and verify all voter records
- Keeping updated on all NRS's relating to the Clerk's Office
- File and maintain all Fictitious Firm Names
- Administer oaths for notaries, along with filing and recording their bond.
- File and retain Court Documents, work in the Court filing system
- Help manage the boards, i.e. Town Boards and Advisory Boards
- Issue marriage licenses
- Issue and validate marriage officiant licenses

Nye County

September 2014 - March 2020

Deputy Treasurer -Trust Property

- Accept and process payments for taxes
- Keep records and send letters to all past due balances
- Organize and do the Trust Property Sale
- Research the properties and owners on the Trust Sale
- Quitclaim deeds for all new owners
- Compile the list of the tax sale and present to the Board of County Commissioners
- County Banking
- Process all checks coming and going including vendor and payroll checks

Nevada State Bank

January 2013 – September 2014

New Account Banker

- Customer service
- Money responsibility
- Matching customers with services (credit cards, loans, etc.)
- Intensive training on money, loans, and supervision

Rainbow Casino

February 2006- December 2012

Dealer

- Customer Service
- Money Responsibility
- Was able to deal all games, BJ, Roulette, and Craps, along with all of the carnival games.

Education

• High School: Wendover Utah	General Education
• Community College of Southern Nevada	Accounting
• Southern Louisiana Tech	Accounting

Key Skills

Detail oriented.

- Excellent written and oral communication skills
- Develops positive workplace relationships.
- Well versed in Election Management systems
- Extensive Customer Service trainings
- Management training (6-month course)

William E. Hockstedler

[REDACTED]

Nye County Board of Commissioners
2100 E. Walt Williams Drive
Pahrump, NV 89048
March 13, 2024
Re: Letter of Interest

I wish to inform the Nye County Board of Commissioners and the public that I am interested in being appointed to the unexpired term for the position of Nye County Clerk.

I know the current clerk and I have respect for him and the office he holds. I want to thank him for his service to the county and the state. I am confident I could quickly learn from the current clerk all the duties, responsibilities, regulatory and legal requirements to competently and faithfully execute the oath of office and provide exemplary service to all who depend on the services of the Nye County Clerk.

I have reviewed and understand NRS Chapters (and all sections) 244, 246 and will dutifully gain understanding and comply with any other NRS necessary for the performance of my duties.

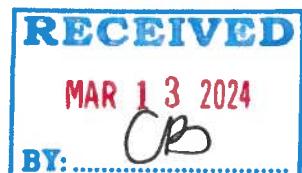
I understand this is an appointed position to fulfill the legal requirement that Nye County has a Clerk for the entire unexpired term and that an election for this position will be forthcoming to remain in this position.

I have attached the required resume that outlines my professional experience and fitness for the duties of the Nye County Clerk. I am willing and able to travel to both offices and any other required travel as needed in the performance of Nye County Clerk and will commit my full time attention to the position.

Sincerely,



William E. Hockstedler



WILLIAM E. HOCKSTEDLER



Vice President Strategic Development

Summary:

- Healthcare Executive with 31 years of experience, demonstrated results in positions of considerable responsibility.
- Driven by a desire to excel, established track record of consistently exceeding expectations.
- Documented expertise in surpassing goals, attaining corporate objectives, and exceeding customer expectations.
- Consistently establish and maintain relationships with administration professionals.
- Responsible for key account development, acquiring new business, and driving increased market share, brand awareness.
- Managed and mentored staff. Positive role model.

Objective:

Seeking the appointment for the unexpired term of Nye County Clerk, leveraging my ability to maintain or exceed all requirements and expectations of all government entities and the public for courteous, fair, honest, accurate, execution of all duties

Work Experience:

Mayo Clinic/Ambient Clinical Analytics, Rochester MN 2017-Present

Vice President, Strategic Development

- Currently driving and delivering solutions that improve clinical experience for providers and patients while meeting the quality measures meeting government regulatory standards.
- Focused on the development and delivery of sustainable solutions that drive high performance and patient safety measures in critical areas such as Sepsis, alert fatigue, rapid patient view in the Emergency Department and Intensive Care Unit of the Mayo Clinic and potential participant locations.
- Assist with the development of the clinical road map meeting the fluid needs of clinical providers.

Quest Diagnostics/ChartMaxx, Madison NJ 2014 -2017

Director, Western Region

- Directed operations in the 17 state Western Region, responsible for all aspects of establishing new customer growth as well as current customer retention and expanded use of ChartMaxx. I added the largest single hospital sale in 2016 at \$1.1M in addition to \$1.2M in add on sales to existing customers in a heavy transactional based process requiring extraordinary organization and work ethic. Total 2016 Sales \$2.3M and 2017 year to date Q1 leader at \$475K.
- Focus on integration with leading EMR's such as MEDITECH, EPIC, Cerner, AllScripts toward a common goal and key value sites extending the value of their current or chosen EMR achieving repeatable pipeline of business.
- Contract negotiations to bring value to the C-Suite and Director Level and the company where ChartMaxx becomes the Legal Health Record as opposed to the EMR which is dynamic template driven.

Ormed Information Systems, Inc., Austin, TX 2012-2014

Vice President, Sales & Marketing

- Directed the Sales & Marketing initiatives of an established Canadian Enterprise Resource Planning and Management Information Systems company towards a re-launch in the United States.
- Directed and worked with business athletes in departments to "Americanize" the demonstration software, all marketing and campaigns branding materials and messaging of the new Ormed and Established pricing for new products and source code sales
- Added strategic, innovative, operational systems to exceeded sales quotas and marketing such as web traffic monitoring, SEO, media connections, press releases, industry trade shows and memberships in key organizations such as HFMA, National Rural Hospital Association and others and groomed sales team to maximize all opportunities and provide coverage.
- Established new VAR/Channel Partner program to handle current VAR's and add new ones. Program includes relationships and outreach for new VAR's, contracting, training, technology transfers, sales support and technical support for 100% customer satisfaction

Connance, Inc., Waltham, MA **2010-2012**
Regional Director, Sales

- Perform needs analysis, provide consultative discussions, present SAAS solutions such as Self-Pay Scoring, Presumptive Charit (PARO) Scoring, Agency Manager, Denials Management, and Managed Services. Provide Proposals, ROI's, and Contracts
- Successful sales in 2011 include Barnes Jewish Hospital System (BJC) St. Louis, and State Collections, Inc. Madison WI.

Medsphere Systems Corporation, Carlsbad, CA **2008-2010**
Regional Director, Sales

- Sold the first EHR since the company re-launch, and largest EHR in the company's history from the inception.
- Worked with C-suite hospital executives to align strategic common goals with results, ROI and cash flow analysis needed to make decisions.

CareMedic Systems, Inc., St. Petersburg, FL **2006-2008**
Senior Account Executive

- Helped CFO, V.P. Finance, and Director of Patient Financial Services, manage the complexity of the revenue cycle
- Ranked #2 out of 15 sales representatives and recipient of the "Cruise to Quota" Award for reaching 167% of quota \$2.9M.

MEDITECH, Westwood, MA **2003-2006**
Sales Representative

- Provided a consultative role analyzing and presenting scalable clinical and financial solutions all hospital sizes.
- Ranked #5 out of 125 worldwide with \$4. 3M and then moved to #3 with \$8.7M in sales completing 18 month sales cycle for 11 hospitals in 3 years, and Recipient of the Million Dollar award at the annual sales meeting.
- Established C suite relationships to serve the organization ranging from the purchasing department to the Board of Directors.
- Worked with Not-For-Profit; Church- Faith based hospitals, government facilities, and the Governor's' office of Wisconsin regarding their initiative on a comprehensive Electronic Health Record for all hospitals in WI.

About Face Corporation, Boston, MA **2001- 2002**
Sales Account Manager

- Successfully developed direct sales strategy, with concentration on the legal and medical industry.
- Reported directly to the CEO in coordination of sales planning, budgeting, and implementation.
- Developed and maintained strong business relationships resulting in increased sales volume.

AccuSoft Corporation-Northborough, MA **1998- 2001**
Sales Manager 2000-2001
Senior Technical Sales Consultant 1999-2000
Technical Sales Consultant 1998-1999

- Direct responsibility for driving revenue to meet its revenue and growth objectives, achieving a monthly sales record of \$1.14M
- Insured that the CRM system was fully utilized and the data was up-to-date to prepare /manage monthly sales forecasts.
- Analyzed sales statistics to formulate policy and to assist representatives in promoting sales
- Member of the inter-departmental team that developed strategies, pricing, packaging and sales campaigns
- Served in the management, consultant, and leadership role to the Digital Imaging, Medical Imaging and Internet Imaging Applications group

Military: **United States Air Force**
Air Force Intelligence Command, Air Force Electronic Warfare Center
Imagery Interpreter
Top Secret Security Clearance
Air Force Liaison to the Defense Intelligence Agency (DIA)
Development team member, Joint Tactical Missile Signature Program Office

Education: **Western Kentucky University, Bowling Green, Kentucky**
University of Alaska, Fairbanks, Alaska

CHASTITY LOBATO - BELCHER



OBJECTIVE

Medical Assistant seeking long-term position with an employer where I can execute my education and training to assist the company to my up most ability while further growing my skills.

EXPERIENCE

09/2023 - CURRENT

MEDICAL ASSISTANT, SPRING MOUNTAIN MEDICAL

- Monitored and recorded vital signs for about 40 patients per day
- Performed approximately 10 EKGs per day
- Collected various specimen such as stool, urine and blood and prepared them for the lab
- Handled Urinalysis procedures using the urine dipstick
- Administered rapid test such pregnancy, and urine analysis
- Prepare patient charts for physicians before and after visits

5/2021 - 07/2023

MEDICAL ASSISTANT, MOHAVE DERMATOLOGY

- Monitored and recorded vital signs for about 40 patients per day
- Assisted with other procedures such as biopsies, excisions and MOH'S surgery
- Relayed messages from patients to the physicians regarding their prescriptions in addition to calling in these prescriptions
- Provide patient education related to treatment and procedures

08/2018 - 08/2019

RECEPTIONIST, ICAN FAMILY SERVICES

- Registered new clients as well as retrieved previous treatment records for established clients
- Executed routine activities to include: answering multi-line phones, filling, and payment clearance
- Maintained financial records ensuring timely clearance of all the credit/debit activities.
- Monitored cleanliness, safety, and maintenance of the clinic

08/2019 - 05/2021

BARISTA, STARBUCKS

- Made supply, food and beverage orders
- Opened/closed store and maintained store cleanliness
- Greeting customers, providing information for specials and promotions, and setting up advertisement displays for new incoming merchandise, beverages and bakery items.
- Held coffee preparation demonstrations and assisted customers with selections of various coffee blends, teas, hot and cold espresso beverages, smoothies, and bakery items.

EDUCATION

11/2021

MEDICAL ASSISTANT CERTIFICATION, NEVADA CAREER INSTITUTE

05/2017

DIPLOMA, PAHRUMP VALLEY HIGH SCHOOL

SKILLS & QUALIFICATION

- 10 key, 40 WPM
- Knowledge on clinical Works
- Injections such as Sub., Intramuscular, Intradermal
- B-12 and testosterone injection
- Scheduling patients and confirming appointments
- Updating patient charts
- Verifying patients' insurance
- Adding superbills onto patient's charts
- Knowledge on HIPAA Rules and Regulations
- Experience on Microsoft Word and Excel
- Knowledge of Medical Terminology
- Sending prescriptions
- Sending lab orders and testing
- Downloading labs and test results and attaching them to patients' charts.
- CPR certify
- Vitals Check
- After Care
- Urine testing
- Glucose testing

REFERENCES

- Joshua Weltha PA

Professional Colleague

- Cheyenne Wheeler

Professional Colleague

- Mary Jefferson

Director Nevada Career Institute

Nye County Application for Employment

Submit application to:

Nye County Human Resources PO Box
3400 (mailing)
101 Radar Road (physical) Tonopah, NV
89049
or
2101 E. Calvada Blvd, Suite 150
Pahrump, NV 89048
Human_Resources@nyecountynv.gov

An Equal Opportunity Employer

HR Use only:

Nye County is an Equal Opportunity Provider and Employer. If you wish to file a Civil Rights program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form**, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

A candidate may be disqualified from further participation in the examination process and/or from placement on an eligible list by the Human Resources Director if the application does not demonstrate possession of the minimum qualifications required for the position, if the application is not fully and truthfully completed and for any other material reason.

Position Desired:	Department:
Nye County Clerk	Fifth Judicial District Court

Name Chastity Lea Lobato-Belcher Date 03/11/2024

Address [REDACTED]

City Pahrump State NV Zip Code 89061

Email address: [REDACTED]

Telephone(s) Home [REDACTED] Cell () Work ()

How did you hear about this position? Advertisement Walk-In Referral (by whom?) _____

Other (explain) Poasted online

If offered employment, when will you be available to begin? 03-18-2024

What type of employment will you accept? Full-Time Part-Time Temporary

Will you be available for shift work? Yes No

Will you be available to work weekends and/or holidays if necessary? Yes No

Have you reviewed the posted job description or have the requirements of the job been explained to you? Yes No

Do you understand the job requirements? Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

List other names, if any, you have used. _____

EDUCATION RECORD***Copies may be required**

Did you graduate from high school or receive a GED certificate?

 Yes No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Highschool 1. Pahrump Valley Highschool	Pahrump, NV		Diploma	Highschool Diploma
2.				
College/University (Undergraduate) 1. Nevada Career Institute	Las Vegas, NV		MA Certification	Medical Assistant
2.				
Graduate School				

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license?

 Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATIONHave you ever been disciplined in your employment related to workplace violence? Yes No

If yes, please explain.

Do you presently or have you used illegal drugs? Yes No

If yes, please give dates and type of drug used (if necessary attach a separate sheet)

Have you ever been employed by NYE COUNTY? Yes No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

OTHER INFORMATION CONTINUED

Are you related to anyone who is currently or formerly employed by NYE COUNTY? Yes No

If yes, please provide the following information:

Related person's name Myrna P Tankersley Department Assessor Office

Relationship Great Grandmother and Legal Gardian

THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?... Yes No

Do you have any pending court charges that have not been adjudicated?..... Yes No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- NYE COUNTY may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
 - Length of time passed since the offense;
 - Age of applicant at the time of the offense;
 - Severity and nature of the offense;
 - Relationship of the offense to the position applying for; and
 - Evidence of rehabilitation of the applicant.
- The following will not be considered:
 - Arrests which did not result in a conviction;
 - Record of convictions that were dismissed, expunged, or sealed; and
 - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment for the last ten years. Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do NOT use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) Yes No

Present Employer	Spring Mountain Medical	Present Position	Medical Assistant
Address	1511 S Hwy 160	From (Mo/Yr)	09/2024 To (Mo/Yr)
City	Pahrump	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<20 hrs/wk)	
State	NV	Zip Code	89048
Supervisor's Name/Title	Joshua Weltha		
Related Duties:	Telephone (620)340-5265		

Monitor and record vital signs for roughly 40 patients a day.
 Preformed EKG'S, Diabetic Eye Exams, Ear Lavages and Urine Analysis.
 Prepair patients charts for the Physicians before and after appointment visits

Reason for Leaving:

Employer	Mohave Dermatology	Position	Medical Assistant
Address	1420 E Calvada Blvd Suit 100	From (Mo/Yr)	05/2021 To (Mo/Yr) 07/2023
City	Pahrump	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<20 hrs/wk)	
State	NV	Zip Code	89041
Supervisor's Name/Title	Diane Duffy		
Related Duties:	Telephone (775)727-0900		

Assisted with procedures such as Biopsies, Excisions and MOH'S surgery.
 Relayed messages from patients to the physicians regarding their prescriptions in addition to calling in these prescriptions.
 Provide patients education related to the treatment and procedures

Reason for Leaving: Needed to have Thyroid removed.

Employer	Starbucks	Position	Barista
Address	500 S Hwy 160	From (Mo/Yr)	08/2019 To (Mo/Yr) 05/2021
City	Pahrump	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<20 hrs/wk)	
State	NV	Zip Code	89048
Supervisor's Name/Title	Crystal Hall		
Related Duties:	Telephone (775)727-7572		

Made supply, food and beverage orders
 Opened / closed store and maintained storage cleanliness
 Greeting customers, providing information merchandise, beverages and bakery items

Reason for Leaving: Went to school and joined the medical field

Employer	ICAN Family Services		Position	Receptionist	
Address	1280 E Calvada Blvd		From (Mo/Yr)	08/2018	To (Mo/Yr) 08/2019
City	Pahrump		<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time (<20 hrs/wk)	
State	NV	Zip Code	89048		
Supervisor's Name/Title	Rhonda		Telephone (NA)		
Related Duties:					

Registered new clients as well as retrieved previous treatment records for established patients. Executed routine activities to include: answering multi-line phones, filling, and payment clearance. Maintained financial records ensuring timely clearance of all the credit / debit activities.

Reason for Leaving: **Company had to close its doors**

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time Part-Time (<20 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone ()
Related Duties:

Reason for Leaving: _____

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application. Use additional sheets if necessary.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Nye County Human Resources.

CLB All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

CLB This application is the property of **NYE COUNTY** and will become part of my personnel file if I am hired.

CLB I authorize **NYE COUNTY** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **NYE COUNTY**. In addition, I authorize **NYE COUNTY** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **NYE COUNTY** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **NYE COUNTY** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

CLB In exchange for **NYE COUNTY'S** consideration of my employment application, and/or any continued employment with **NYE COUNTY** I authorize anyone possessing information to furnish it to **NYE COUNTY** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **NYE COUNTY**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

CLB I further understand this consent will apply during the entire course of my employment with **NYE COUNTY** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

CLB I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **NYE COUNTY**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **NYE COUNTY** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that during my employment I may be subject to random drug screenings and physical examinations. I understand that **NYE COUNTY** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **NYE COUNTY**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

CLB Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant



Date 03/11/2024

WILLIAM STARK

 wpstark@nyecountynv.gov

 7754828140

 Tonopah, NV 89049

March 13, 2024

Nye County
Board of County Commissioners
2100 E. Walt Williams Dr.
Pahrump, NV 89048

Dear Commissioners,

I'm excited to express my interest in the Nye County Clerk position. My four and a half years of experience as the Nye County Records Management Administrator makes me ready to take on a more senior position. Last year, I completed my Certified Information Professional certification and I've been applying this new depth of knowledge.

In my role as Records Management Administrator, I created the first Records Management Policy which was approved by the Board of County Commissioners (BOCC). I am a Tyler Content Manager (TCM) subject matter expert with Administrator level rights and responsibilities including security management and accordingly work with the IT Department as needed. Many BOCC approved documents' electronic versions are maintained in TCM by me. During my county employment I processed a voluminous backlog of documents not imaged and/or not uploaded to the content manager, took on the increasing volume of public records requests until the newly created Public Records Administrator position was filled, and assisted departments with various levels of records management needs, questions or training.

My records management expertise lends itself to being a County Clerk with the understanding there are additional responsibilities to quickly get versed in. It has been an honor to work in Nye County among so many talented and dedicated professionals. It was a blessing to have defined a career path that I enjoy via managements' creation of the Records Management Administrator position in 2019. I cannot express enough gratitude for the opportunity.

Thank you for your consideration of me as the Nye County Clerk.

Sincerely,

William Stark

WILLIAM STARK

 wpstark@nyecountynv.gov

 7754828140

 Tonopah NV 89049

SKILLS

Records Management
Content Manager
Retention Scheduling
Document Digitization
Document Review
Metadata Management
Public Records Requests
Inventory Management
Data Privacy Compliance
Research & Data Analysis
Case Management
Customer Service
Critical Evaluation
Troubleshooting
Training

OBJECTIVE

Seeking appointment to the position of Nye County Clerk with the intent to also seek election in 2026.

PROFESSIONAL SUMMARY

Motivated to continually extend skills & knowledge to attain increased responsibility & opportunities for professional growth. Nye County Records Management Administrator since August 2019. Created the county Records Management Policy incorporating NV laws. Demonstrated document management in Content Manager (CM) including BOCC records, identified various CM issues & work with appropriate support teams and IT.

WORK HISTORY

Records Management Administrator

Nye County • Tonopah, NV • 08/2019 – Present

- Responsible for organizing/coordinating the County document and records management program
- Tyler Content Manager Administrator
- Author and maintain records management policy and procedures
- Assist departments with records management needs
- Public records requests

Retail Storekeeper II

State of NV Department of Corrections
Tonopah, NV • 03/2017 – 08/2019

- Commissary operations: fulfill inmate commissary orders, prepare financial reports, update the policy as needed
- Inventory management: prepare purchase orders, receive truck deliveries, conduct inventories
- Recruit, train, and supervise inmate store helpers

Administrative Assistant III

State of NV Division of Welfare & Supportive Services
Las Vegas, NV • 11/2015 – 03/2017

- District office manager assistant, schedule/attend meetings, prepare agendas
- Office facilities oversight. Monitor supply budget, order/inventory supplies
- Personnel duties: evaluate employment applications; schedule interviews, reference checks, submit hiring packets, provide new hire orientation, submit systems access requests to IT

TECHNICAL SKILLS

Software

Tyler Content Manager
 PaperStream Capture
 ScandAll Pro
 Adobe Pro
 Windows OS
 Word
 Excel
 Access
 Power Point
 Paint
 OpenOfficeOrg
 CAD
 A/V Editing

Hardware

Fujitsu fi-7700 & fi-7180
 scanners

Typing

55 wpm

Driving

Class A-Commercial License

AFFILIATIONS

AIIM: 08/2023 – present
ARMA: 10/2022 - 10/2023
NAGARA: 12/2019 - 03/2021

CERTIFICATION

(AIIM) Certified Information
 Professional

WORK HISTORY (continued)

Family Services Specialist II

State of NV Division of Welfare & Supportive Services
 Las Vegas, NV • 09/2013 – 11/2015

- Review applications, interview clients and determine eligibility for public assistance cases including Medicaid/TANF/SNAP programs. Maintain case files/records
- Client eligibility information investigated/verified via systems interfaces and collateral contacts

Office Associate

Walmart • Las Vegas, NV • 09/2008 – 03/2010

- Handle UPC related inquiries, process daily UPC audit packets, maintain local items listings
- Backup to Invoice Office
- Audit store wide departments and process any subsequent missed markdowns or other actions required to reduce losses
- Advise merchandise supervisors/test-scanners, conduct high-shrink reviews at other stores

Claims Associate

Walmart • Las Vegas, NV • 09/2007 – 09/2008

- Primarily responsible for claims and loss prevention: determine if claim merchandise is salable, process items for vendor or internal return and credit, monitor recalled items
- Prepare monthly/annual departmental financial reports, retain necessary records.
- Other duties including training associates, merchandise receiving and transfers, competition price shopping with subsequent price changes and sales-floor signage

Senior Account Specialist

Symantec • Springfield, OR • 02/2006 – 08/2007

- Install Base Support Group/Customer Information Administration Team
- Case management of customer product licenses and keys including renewals.
- User Acceptance Testing, renewals subject matter expert, escalations contact and IB Support Group leader

The Association for Intelligent Information Management

THIS IS TO CERTIFY THAT

William Stark

August 26, 2023

HAS DEMONSTRATED THE REQUIRED EXPERIENCE AND PERFORMANCE IN THE BODY
OF KNOWLEDGE NECESSARY FOR AN INFORMATION PROFESSIONAL TO BE SUCCESSFUL
IN THE DIGITAL ECONOMY AND IS HEREBY BESTOWED THE CREDENTIAL

Certified Information Professional



CERTIFIED
INFORMATION
PROFESSIONAL

Certificate ID: 80956524

Certificate Expiration Date: August 27, 2026

Lori Miller Liu — President, AIIM