

**Dan Schwartz**  
State Treasurer



STATE OF NEVADA  
OFFICE OF THE STATE TREASURER

**UNCLASSIFIED POSITION ANNOUNCEMENT**  
**Senior Deputy State Treasurer**  
**(Senior Deputy Treasurer-South)**  
**Las Vegas**

**SPECIAL NOTIFICATION**

This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Nevada State Treasurer.

**DUTY STATION**

Las Vegas, Grant Sawyer Building

**POSITION SUMMARY**

The Senior Deputy Treasurer-South is responsible for the oversight and management of the Las Vegas Office and its divisions. The Senior Deputy oversees a staff of 18 employees and has two direct reports, the Deputy of College Savings and the Deputy of Unclaimed Property. The Senior Deputy is generally responsible for the following functions: secretary to the Nevada College Savings Board of Trustees, ABLE administrator, Financial Literacy Program Manager and the general oversight of the College Savings Programs Division and the Unclaimed Property Division.

The Senior Deputy Treasurer is also responsible for testifying before the legislature as necessary and for monitoring legislative activity. This position is responsible for requests for proposals, contract management and oversight and budget preparation and supervision.

The Senior Deputy Treasurer represents the Treasurer's Office at specified public functions and meetings, including interview requests. A full listing of the duties is available upon request.

**QUALIFICATIONS**

A four year college degree from an accredited college or university with a major in business or public administration; and at least four years of executive management experience, or an appropriate combination of education and experience which includes staff supervision and good oral communication skills. Experience in auditing, governmental accounting, and/or college savings programs considered a plus. In addition, the incumbent must possess a broad knowledge of generally accepted management practices; excellent customer service skills; a high degree of organizational skills and the ability to multi-task; the ability to interpret and apply laws, regulations, rules, and policies; and the ability to prepare and present oral and written recommendations. Incumbent would be part of the management team of the Office of the State

**CARSON CITY OFFICE**

State Treasurer  
101 N. Carson Street, Suite 4  
Carson City, Nevada 89701-4786  
(775) 684-5600 Telephone  
(775) 684-5623 Fax

**STATE TREASURER PROGRAMS**

Millennium Scholarship Program  
Nevada Prepaid Tuition Program  
Unclaimed Property  
Upromise College Fund 529 Plan

**LAS VEGAS OFFICE**

555 E. Washington Avenue, Suite 4600  
Las Vegas, Nevada 89101-1074  
(702) 486-2025 Telephone  
(702) 486-3246 Fax

Treasurer, who would report directly the Chief of Staff and Chief Deputy Treasurer. Some travel required.

**SALARY**

Up to \$114,032 maximum salary\* (Salary range reflects retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary). A comprehensive benefit package is offered by the State of Nevada (<http://dop.nv.gov/fsbenes.html>) as well.

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL FILLED:**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process).

**SUBMIT RESUMES/DIRECT INQUIRIES TO:**

Office of the State Treasurer  
Grant Hewitt, Chief of Staff  
101 N. Carson Street, Suite 4  
Carson City, NV 89701  
Phone (775) 684-5757; Fax (775) 684-5781  
[ghewitt@nevadatreasurer.gov](mailto:ghewitt@nevadatreasurer.gov)

Fingerprints and a State of Nevada/FBI background check are required as a condition of employment. Employee reference checks will be conducted, which may include a review of documentation related to job performance.

*In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.*

*The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.*