

BARBARA K. CEGAVSKE
Secretary of State

STATE OF NEVADA



JEFFERY LANDERFELT
*Deputy Secretary
for Commercial Recordings*

SCOTT W. ANDERSON
Chief Deputy Secretary of State

CADENCE MATIJEVICH
*Deputy Secretary
for Operations*

GAIL J. ANDERSON
*Deputy Secretary
for Southern Nevada*

**OFFICE OF THE
SECRETARY OF STATE**

WAYNE THORLEY
*Deputy Secretary
for Elections*

July 01, 2016

Deputy Secretary for Commercial Recordings

Unclassified Open Competitive

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Secretary of State.

Position:

Under administrative direction of the Chief Deputy and the Secretary of State, plan, organize, manage and coordinate the activities of the Commercial Recordings Division.

Description:

The incumbent is responsible for the oversight of the day-to-day operations of the Division including, but not limited to the recording of documents pursuant to Title 7 of the Nevada revised Statutes relating to:

- Articles of Incorporation, Articles of Organization for LLC and other organizational documents
- Initial and Annual Lists of Officers and Directors/Members and Managers
- Amendments and other amendatory documents
- Uniform Commercial Code (Revised Article 9) filings
- State Business Licenses
- Trademarks, Trade Names and Service Marks
- Registered Agent Registration

NEVADA STATE CAPITOL
101 N. Carson Street, Suite 3
Carson City, Nevada 89701-3714
Telephone: (775) 684-5708
Fax: (775) 684-5725

**COMMERCIAL RECORDINGS
MEYER'S ANNEX OFFICE**
202 N. Carson Street
Carson City, Nevada 89701-4201
Telephone: (775) 684-5708
Fax: (775) 684-5725

LAS VEGAS OFFICE
555 E. Washington Avenue Ste. 5200
Las Vegas, Nevada 89101-1090
SECURITIES
Telephone: (702) 486-2440
Fax: (702) 486-2452
CORPORATIONS
Telephone: (702) 486-2880
Fax: (702) 486-2888

RENO OFFICE
500 Damonte Ranch Pkwy, Suite 657-A
Reno, Nevada 89521
Telephone: (775) 687-9950
Fax: (775) 853-7961

Oversee the compliance efforts relating to State Business Licenses, business filing requirements, registered agents and other statutory requirements related to the Division.

- Oversight of the forged and fraudulent filing complaint process.
- Propose and prepare legislative changes (BDRs) relating to the functions of the Division. Prepare and give testimony before the Nevada Legislature. Work with Registered Agents Association, State Bar Association, Staff and other interested parties in the development of statutory and regulatory changes.
- As the Secretary of State's designee, Chair the State Records Committee.
- Coordinate with the Secretary of State, other Secretary of State Divisions and other State and local agencies and other interested parties in common matters affecting the Division.
- Oversee the creation and provision of public records, statistics and other metrics relating to the Division.
- General oversight and allocation of staff and Division resources to accomplish the responsibilities of the Division.
- Assist in the resolution of high-level complaint and information requests.
- Mentoring and supervision of supervisors and staff assigned to the Division in Carson City and Las Vegas Offices.
- Assist Deputy Attorney General(s) assigned to the Division in resolution of matters requiring legal input, conducting research and drafting correspondence.
- Assist in the oversight and operations of the Office of the Secretary of State, including but not limited to, participation in executive meetings and acting in the stead of the Secretary of State as directed by the Secretary of State and/or chief Deputy.
- Participate in the process of creating business requirements for Information Technology improvement projects. Initiate projects as needed to implement legislative changes and operation improvements.
- Serve as a fact witness at trial related to Custodian of Record responsibilities.
- Perform related duties as assigned.

Approximately:

Up to \$100,858.00 on Employee/Employer retirement plan, plus benefits. **Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

Benefits:

The state benefits package includes a retirement system; paid health, vision, dental, life, and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

To Qualify:

Candidates must possess a Bachelor's degree in Business Administration, Public Administration or a closely related field and five years of progressively responsible professional /management experience, with a focus in fiscal and business process administration. Such experience should include legislative and policy analysis, including preparing and providing testimony before the Legislature and other governing bodies; or an equivalent combination of education and experience as detailed above.

Position Location: Carson City, Nevada

Letter of interest and Resumes will be accepted until the position is filled.

(Please note that 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 Letters of Interest/Resumes /Direct inquiries to:

Email to: wgetz@sos.nv.gov
Or hard copies can be mailed to:
Office of the Secretary of State
Attn: Human Resources
101 North Carson Street, Suite 3
Carson City, NV 89701
(775) 684-5716

In the subject line, please reference: **Deputy Secretary for Commercial Recordings**

The State of Nevada is an Equal Opportunity Employer.