

BRIAN SANDOVAL  
Governor

STATE OF NEVADA

BRADLEY CROWELL  
Director

JASON KING, P.E.  
State Engineer



DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
DIVISION OF WATER RESOURCES

901 South Stewart Street, Suite 2002  
Carson City, Nevada 89701-5250  
(775) 684-2800 • Fax (775) 684-2811  
<http://water.nv.gov>

NON-CLASSIFIED POSITION ANNOUNCEMENT  
Water Commissioner/Deeds Section  
December 11, 2017

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for the position of Water Commissioner. This is a non-classified, full time position within the Division of Water Resources (Division) located in Carson City, Nevada.

**Recruitment:** Open to all qualified persons. Applications will be accepted until 5:00 pm December 29, 2017.

**Approximate Annual Salary (DOE):**

|                                   |                           |
|-----------------------------------|---------------------------|
| Employer Paid Retirement          | \$34,368.48 - \$57,670.56 |
| Employee/Employer Paid Retirement | \$39,191.76 - \$65,751.12 |

This non-classified position serves at the will of the State Engineer. The position is eligible for the State of Nevada Public Employees Benefit Program (PEBP).

**The Position:** This position is within the Deeds Section of the Division of Water Resources. The position processes submittals of Reports of Conveyance in order to update the records of the Division to reflect changes in ownership of water rights by verifying and abstracting all documents supporting the chain of title. The incumbent conducts research to evaluate authenticity of chain of title, resolves discrepancies, and verifies quantities and distribution of water rights, and summarizes all data collected to support a final determination as to ownership and writes letters accordingly. The incumbent provides public assistance to individuals, developers, realtors, attorneys, engineers, municipalities, etc., and performs annual field work collecting pumpage information and static water level surveys regarding water rights, and appends compiled data into electronic records.

**Minimum Qualifications:** Applicants must have strong spreadsheet and/or database entry skills, be detail oriented, and have experience in interpreting maps such as Assessor Plats, Record of Survey, Parcel, and Water Rights maps. Also the ability to create maps in programs such as ArcGIS, AutoCAD, etc., is necessary to determine if lands are within a water righted place of use. Professional communication skills and computer literacy are required as well for this position. Prerequisites include graduation from a four-year accredited university or college, or an equivalent combination of education and experience to demonstrate the skills and abilities necessary for the position. Candidates are required to possess and

maintain as a condition of employment a valid Nevada driver's license. Experience reading and interpreting real estate documents is desired.

**Training and Experience:** Please provide responses to the following questions. Responses will be reviewed, evaluated and scored. It is important to provide a thorough response.

- Describe your experience assisting the public.
- Describe your experience working with spreadsheets and databases.
- Describe your experience interpreting legal or real estate documents.
- Describe your experience working with AutoCAD, ARC GIS, and/or any other computer mapping programs.

**To Apply:** Submit a resume including professional references to the attention of:

Shawnee Clayson  
Nevada Division of Water Resources  
901 S. Stewart Street, Suite 2002  
Carson City, Nevada 89703  
[sclayson@water.nv.gov](mailto:sclayson@water.nv.gov)

It is the applicant's responsibility to submit a complete resume and provide the requested supplemental information pertaining to Training and Experience. **Incomplete resumes and/or supplemental information may be cause for rejection from consideration.**

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