



State of Nevada

Invites you to apply for

Applications Manager



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO
ACHIEVE GREAT DEEDS
WILL NEVER BE IN
QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA
WAY – NEVER GIVE UP,
NEVER GIVE IN, AND NEVER
STOP DREAMING.”**



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



Nevada Transportation Authority

Nevada Department of Business and Industry
"Growing business in Nevada"

Department of Business and Industry, Nevada Transportation Authority

MISSION STATEMENT:

The Nevada Transportation Authority (NTA) administers and enforces state laws pertaining to passenger transportation, household goods movers, storage of household goods, and tow cars. The NTA has been charged with the responsibility of providing fair and impartial regulation, to promote safe, adequate, economical and efficient service, and to foster sound economic conditions in motor transportation. The NTA encourages the establishment and maintenance of reasonable charges for intrastate transportation by fully regulated carriers and non-consent towing services. The NTA also has responsibility for the taxicab industry throughout the state except in Clark County. Statutory Authority: NRS 706.

VISION STATEMENT:

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This unit is responsible for moving applications along in the process from filing to approvals by the Authority. Testifying at hearings, if required. Deal with the public and their representatives. Explain the process and requirements to the public. Ensure applications are properly noticed. Prepare the application portion of the agenda for the general sessions including drafting of orders. Ensure Commissioners are individually familiarized with agenda items. Ensure that the NTA website is up to date with tariffs and certificates posted. Review tariffs and tariff modifications for reasonableness of rates charged to the public.

UNIT SECTIONS:

NTA is a Division within the Department of Business and Industry which consists of the following processing units, Enforcement, Legal, Applications and Administration.

THE IDEAL CANDIDATE



Join a team where your impact will matter from day one.

WHAT WE'RE LOOKING FOR:

Ideal candidate would have sufficient knowledge of accounting and the ability to communicate with applicants in a manner that is understood, would be good at following instructions, and complete tasks on time. He/she would have the ability to move from one assignment to another as deadlines require, would be experienced with dealing with the public, have a willingness to learn new things and acceptance of new ways of doing things. Be ethical in all dealings, with public and co-workers. Integrity, respect, team player, takes instruction, willingness to learn new things. Ability to communicate.

WHAT YOU'LL BE DOING:

This position assists the public with filing applications, tariff modifications, annual financial reports, and related documents, ensuring compliance with applicable NRS and NAC provisions. Responsibilities include reviewing and tracking filings for completeness, coordinating hearings, preparing certificates and permits for approval, and overseeing the work of financial analysts and compliance staff. The role also audits annual reports, ensures carrier compliance, appears at citation hearings as needed, and supports the development of regulations, policies, and procedures related to intrastate transportation. This position supervises two Financial Analysts and one Administrative Assistant.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in finance or accounting and two years professional experience or Master's degree from an accredited college or university with major course work in finance, or accounting. Experience in accounting or finance in a regulatory setting is preferred. At minimum must have an intermediate knowledge of using Microsoft Word, Excel, and Access software programs. Must be experienced in managing and prioritizing numerous activities in a multi-tasked organization. Possession of a current CPA certification is required. An understanding of the Nevada Revised Statutes relating to Motor Carriers is preferred. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

KEY QUALITIES & COMPETENCIES:

Required education, experience working in a team environment, time management skill, resilience, patience, a team player, cheerful demeanor, take pride in his/her work. Treats all people with respect.

SALARY:

\$125,093

LOCATION:

Las Vegas

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Applications will be reviewed on a first-come, first-served basis, and hiring may occur at any time during recruitment. The Authority may interview one or more qualified candidates in person or via teleconference.

Required Documents: Incomplete submissions may not be considered.

Please include:

1. Cover Letter
2. Resume
3. Three Professional References

Submission: Email materials with the subject line "NTA Applications Manager" to lbabcock@nta.nv.gov, or mail to: Nevada Transportation Authority Attn: Elizabeth Babcock 3300 W. Sahara Ave., Suite 200 Las Vegas, NV 89102

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

Thank you!

