

Zach Conine
State Treasurer



STATE OF NEVADA
OFFICE OF THE STATE TREASURER

UNCLASSIFIED JOB ANNOUNCEMENT

**Deputy Treasurer for Unclaimed Property
Las Vegas**

RECRUITMENT OPEN TO:

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

AGENCY RESPONSIBILITIES:

The Nevada State Treasurer's Office ("Office") was created in 1864 by the Constitution of the State of Nevada. Pursuant to the Constitution and Nevada Revised Statutes, the Office performs several critical functions on behalf Nevadans and State and local governments, including:

- **Cash Management:** management of the State's banking relationships, reconciling bank transactions with State accounting records, managing the State's electronic payments and administering the State's check distribution program.
- **Investment:** investment of all public money, and the accounting of the State General Portfolio, Local Government Investment Pool, and the Permanent School Fund.
- **Debt Management:** issuance of debt obligations authorized on behalf of and in the name of the State (with limited exceptions), as well as the organization and facilitation of statewide pooled financing programs.
- **Unclaimed Property:** collection, receipt and safeguarding abandoned property due to Nevadans. The Division also processes and approves claims made by Nevadans for the return of their property.
- **College Savings:** administer five 529 College Savings plans, Nevada Prepaid Tuition Program, Nevada College Kick Start Program, and Governor Guinn Millennium and Memorial Scholarship Program, along with financial literacy initiatives geared towards helping Nevadans plan, save and pay for higher education.

The Office is led by Treasurer Zach Conine who was elected in 2018 to serve a four-year term. The Office has approximately 45 team members working in its Carson City and Las Vegas public offices.

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

Guinn Millennium Scholarship Program
Nevada Prepaid Tuition Program
Nevada College Savings Plans
Nevada College Kick Start Program
Unclaimed Property

LAS VEGAS OFFICE

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

POSITION DESCRIPTION:

The Unclaimed Property Division Deputy Treasurer reports directly to the Chief of Staff in cooperation with the Chief Deputy. This position is responsible for the collection and management of unclaimed property (cash, securities, tangible property, etc.) reported and remitted by holders (businesses) in accordance with applicable Nevada statutory law. This position plans, directs and administers the Unclaimed Property Program and must possess an expert knowledge of Nevada's laws relative to unclaimed property.

POSITION RESPONSIBILITIES:

- Oversee all functions relative to the management and administration of the Unclaimed Property Division.
- Administers and ensures compliance with Nevada's Unclaimed Property statutes.
- Plans and directs activities of the Division staff to ensure most efficient operations, including hiring personnel, providing appropriate training, setting standards of performance, evaluating and counseling personnel, approving expenditures, and applying disciplinary procedures. Directly manages the Holder Compliance Auditor and Claims Processing Manager.
- Plans, directs and oversees communications distribution relative to the Program.
- Plans, directs and oversees audit function for Unclaimed Property Program.
- Plans, directs and oversees property return function for Unclaimed Property Program.
- Develops methods of locating missing owners and maintains contact with the media for public awareness. Confers and corresponds with the public, attorneys, certified personal accountants, legislators, bank officials, public officials, executives of public industry and state and local government personnel to explain policies and procedures, laws, and regulations to resolve problems related to unclaimed property.
- Develops annual and biennium budget for the Division.
- Represents the State Treasurer and the Office in testimony and presentation to various executive boards (State Board of Finance, State Board of Examiners, etc.), legislative committees (Interim Finance Committee, Money Committees, etc.), and various local and national associations.

MINIMUM QUALIFICATIONS:

- Four or more years executive management experience.
- Two or more years working in public or nonprofit sectors.
- A bachelor's degree or greater.

ADDITIONAL PREFERRED QUALIFICATIONS:

- Project management experience to oversee multiple, simultaneous projects and programs, establish priorities, develop a course of action, implement/execute, analyze and evaluate results.

- Comprehensive understanding of Nevada government, legislative process, administrative rulemaking, and budgeting.
- Extensive experience and a high-level of professionalism in public speaking, written communication, and interactive listening.

APPROXIMATE ANNUAL SALARY:

Up to \$110,211. Salary reflects (PERS) retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS:

The State of Nevada provides excellent benefits to employees that includes: a defined benefit retirement plan with vesting rights after five years of service; paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available. Also, Nevada has no personal income tax.

POSITION LOCATION/TRAVEL:

The position will be based in Las Vegas, Nevada. Periodic in-state and out-of-state travel is required.

INTERESTED APPLICANTS/HIRING:

Resumes will be accepted until the position is filled. Resumes will be reviewed upon receipt. Hiring may occur at any time during the recruitment process.

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:

Kirsten Van Ry
Chief of Staff
Nevada State Treasurer's Office
555 E. Washington Ave, Suite 5200
Las Vegas, NV 89101
klvanry@nevadatreasurer.gov

In the subject line of the email, please include: "Last Name/UP Deputy"

The State of Nevada is an Equal Opportunity Employer.