

CENTRAL OFFICE

1677 Old Hot Springs Rd., Ste. A
Carson City, Nevada 89706
<http://parole.nv.gov>
(775) 687-5049
Fax (775) 687-6736

CHRISTOPHER P. DERICCO, *Chairman*
MARY K. BAKER, *Member*
SCOTT WEISENTHAL, *Member*
KELLY MELLINGER, *Member*

KATHI BAKER, *Executive Director*

STATE OF NEVADA

JOE LOMBARDO
Governor



LAS VEGAS OFFICE

4000 S. Eastern Ave., Ste. 130
Las Vegas, Nevada 89119
<http://parole.nv.gov>
(702) 486-4370
FAX (702) 486-4376

CHRISTOPHER P. DERICCO, *Chairman*
ERIC CHRISTIANSEN, *Member*
LAMICIA BAILEY, *Member*
SANDY SCHMITT, *Member*

KATIE FRAKER, *Executive Secretary*

NEVADA BOARD OF PAROLE COMMISSIONERS

UNCLASSIFIED JOB ANNOUNCEMENT

EXECUTIVE SECRETARY

RECRUITMENT OPEN TO: This is an **Unclassified, Exempt** full-time position. This is a divisional recruitment open to current Parole Board staff. This position is appointed by and serves at the pleasure of the Nevada Board of Parole Commissioners. (NRS 213.1085)

AGENCY RESPONSIBILITIES:

In an effort to ensure public safety, the Board of Parole Commissioners (Board) renders fair and just decisions on parole matters based on the law, the impact on victims and the community, and with the goal of successfully reintegrating offenders back into society.

DESCRIPTION: The Executive Secretary is the Secretary of the Board and shall perform such duties as the Board may require, including, but not limited to, preparing agendas for monthly parole hearings, preparing Board meeting agendas; answering correspondence from inmates and responding to appeals from attorneys; and supervising front office administrative staff in both Carson City and Las Vegas offices. This position also supervises the Records Department Supervisor. The Executive Secretary acts as the liaison between the offices of the Attorney General, the Department of Corrections, and the Division of Parole and Probation. This position also handles parole orders, early discharge requests and other issues as requested by the Board. During Legislative Sessions, the Executive Secretary will assist in bill tracking and may be required to testify.

QUALIFICATIONS: The Executive Secretary selection will be based upon his or her training, experience, capacity, and interest in correctional services.

Interviews will be held during the Board's July 30th public meeting at 1:00 pm. The Board may take action during this meeting to appoint the Executive Secretary. Board meetings are open meetings, and members of the public may also attend and be present.

**** Note**** Redacted copies of submitted documents in consideration for this position may be made public in accordance with open meeting laws and become part of the record.

LOCATION: Carson City

HOURS: Monday through Thursday, 7:00 a.m. – 5:30 p.m.

CLOSING DATE: 5:30 p.m. on July 10, 2025

APPROXIMATE ANNUAL SALARY: Up to \$79,532 annually, 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: Benefits include medical, dental, life insurance; participation in Public Employees Retirement plan (PERS); 12 paid holidays each year; and the accrual of three weeks of annual leave and three weeks of sick leave each year.

HOW TO APPLY: Please respond with a letter of interest and resume no later than 5:30 p.m. on July 10, 2025. Please email resumes and required documents to kjbaker@parole.nv.gov in PDF or Word.

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.