

JOE LOMBARDO
Governor

STATE OF NEVADA



TERRY REYNOLDS
Director

SHARATH CHANDRA
Administrator

CHARVEZ FOGER
Deputy Administrator

DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

www.red.nv.gov

UNCLASSIFIED JOB ANNOUNCEMENT

OMBUDSMAN FOR OWNERS IN COMMON-INTEREST COMMUNITIES

Date Posted: May 23, 2023.

Annual Salary up to \$84,554

RECRUITMENT:

The Nevada Real Estate Division is seeking qualified applicants for the position of Ombudsman in the office of the Ombudsman for Owners in Common-Interest Communities. This is an open competitive recruitment, open to all qualified applicants. This is an unclassified position that is appointed by and serves at the pleasure of the Administrator of the Real Estate Division.

POSITION SUMMARY:

This position is responsible for educational and informational program development, oversight of the alternative dispute resolution program and development of programs and resources that would aid homeowners and board members in common interest communities to better understand their rights and obligations under the law. The Ombudsman will also attempt to meet with parties to assist in resolving disputes that are filed with the Office. The Ombudsman speaks on behalf of the Office about the services available to constituents who live in homeowner associations. The Ombudsman oversees the day-to-day operations of the office and program staff.

QUALIFICATIONS:

Minimum Qualifications:

- Demonstrated mediation training and experience. Mediation is an essential element of the position duties. The temperament of a successful mediator is required, including strong listening skills and good negotiating skills.
- Ability to handle difficult/emotional people in confrontational settings.
- Strong communication skills: ability to write clearly and to speak in an organized and coherent fashion. Experience and ability to speak in front of an audience and to handle questions and interactions from the audience.
- Willingness and ability to travel statewide to conduct resolution conferences and provide educational seminars and participate in Q & A sessions.
- Ability to read and understand legal documents and Nevada Revised Statutes (NRS) Chapters 116, 116A, 116B, and 38 and Nevada Administrative Code (NAC) Chapters 116, 116A, 116B and 38.
- Willingness to adhere to the Real Estate Division's interpretation of relevant law and Advisory Opinions issued by the Division.
- Ability to read and interpret legal documents, such as contracts and governing documents of homeowner associations.
- Experience with public workshops and the process of regulation adoption pursuant to NRS 233B.

- Three or more years of experience supervising staff.
- Knowledge of the concept of homeowner associations and Nevada law concerning common-interest communities and condominium hotels.

Preference will be given to candidates who have the following:

- Successful experience in conducting mediations
- Juris Doctorate degree
- Extent of knowledge of NRS and NAC Chapters 116, 116A, 116B and 38.
- Public speaking experience and competence
- Ability to speak Spanish
- Knowledge of homeowner association issues in Nevada

POSITION DETAILS:

- Appointed by and serves at the pleasure of the Administrator of the Real Estate Division in service to the State.
- Reports to Las Vegas Real Estate Division Office at 3300 West Sahara Avenue
- Full-time/40 hours per week: 8:00 AM to 5:00 PM, Monday - Friday
- Unclassified Non-Exempt Position (U3913)
- Must agree to work a flexible 40-hour work week schedule to accommodate meetings, trainings, and travel.
- Requires a criminal background check at applicant's expense.
- Is eligible for benefit offerings from the State of Nevada, including health insurance, retirement, and paid time off.
- Must be able to travel to locations throughout Nevada, must have access to personal transportation and must hold a valid Nevada driver's license, or evidence of equivalent mobility, in order to conduct Division business.

ANNUAL SALARY:

Up to \$84,554 Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefit package that 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 a deferred compensation plan are also available.

LOCATION/TRAVEL:

The position is in Las Vegas, Nevada. Must be able to travel to locations throughout Nevada. Occasional out-of-state travel required.

TO APPLY:

Submit Cover Letter and Resume/Direct Inquiries to:

Nevada Real Estate Division
c/o Charvez Foger, Deputy Administrator
3300 West Sahara Avenue,
Las Vegas NV 89102

Consideration of candidates will begin upon posting and will continue until the position is successfully filled.

The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.

