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Governor

STATE OF NEVADA



TERRY REYNOLDS
Director

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Administrator

DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

www.red.nv.gov

UNCLASSIFIED JOB ANNOUNCEMENT

Date Posted: July 21, 2021

OMBUDSMAN, REAL ESTATE

The Real Estate Division is seeking qualified applicants for the position of Ombudsman. This is an unclassified full-time position within the Nevada State Government.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This unclassified non-exempt position reports to the Administrator and Deputy Administrator and serves at the pleasure of the Administrator.

APPROXIMATE ANNUAL SALARY:

Up To \$83,717 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. Offer will be based upon experience and qualifications in the "preference" criteria.

POSITION SUMMARY:

This position is responsible for educational and informational program development and oversight of the alternative dispute resolution program of the Office of the Ombudsman for Owners in Common Interest Communities. 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.

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
- 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.

TO QUALIFY:

- 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. Mediation training by a recognized entity and successful experience in mediation is required.
- 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 Chapters 116, 116A, 116B, and 38 and Nevada Administrative Code 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
- Experience working with or for State and Local agencies
- Experience serving on Boards, Advisory Committees, Commissions
- Extensive knowledge of NRS and NAC Chapters 116, 116A, 116B, and 38.
- Public speaking experience and competence
- Knowledge of homeowner association issues in Nevada

To Apply:

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=3073&company=SONHCM20>

Resume and Required Information: Failure to provide the resume with all the required information will be deemed an incomplete submittal and may not be considered.

- Submit a detailed letter of interest that includes a description of your experience as it relates to the required and preferred qualifications and job description.
- A detailed resume which includes employment history with dates, education including degrees and dates, and relevant training and experience.
- Names of three professional references with telephone contact information.

Consideration of candidates will begin upon posting and will continue until the position is successfully filled. We would like to thank all applicants but advise that only those candidates under consideration will be contacted for an interview.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.