BRIAN SANDOVAL
Governor

Nevada State Veterans Home
100 Veterans Memorial Drive
Boulder City, Nevada 89005
(702) 332-6784 • Fax (702) 332-6762

Office of Veterans Services
950 W. Owens, Rm. 111
Las Vegas, Nevada 89106
(702) 636-3070 • Fax (702) 486-5268

Northern Nevada Veterans
Memorial Cemetery
P.O. Box 1919
Fernley, Nevada 89408
(775) 575-4441 • Fax (775) 575-5713

STATE OF NEVADA
NEVADA OFFICE OF VETERANS SERVICES
5460 RENO CORPORATE DRIVE, SUITE 131
RENO, NEVADA 89511
(775) 688-1653 • Fax (775) 688-1656

Southern Nevada Veterans
Memorial Cemetery
1900 Buchanan Boulevard
Boulder City, Nevada 89005
(702) 486-5920 • Fax (702) 486-5923

UNCLASSIFIED JOB ANNOUNCEMENT

DEPUTY EXECUTIVE DIRECTOR
NEVADA OFFICE OF VETERANS SERVICES

POSITION LOCATION: Las Vegas, Nevada

RECRUITMENT OPEN TO: All qualified applicants

APPLICATIONS ACCEPTED UNTIL: Recruitment needs are satisfied

The State of Nevada, Office of Veterans Services (NOVS) is seeking qualified applicants for the position of Deputy Executive Director. This is a full-time, unclassified position and is exempt from the provisions of State classified service. The incumbent must be appointed by, and shall serve at the pleasure of, the Governor of Nevada. The position reports directly to the Executive Director, Nevada Office of Veterans Services.

THE POSITION: The incumbent will be responsible for assisting veterans, and those presently serving in the military and naval forces of the United States who are residents of the State of Nevada, their wives, widows, widowers, husbands, children, dependents, administrators, executors and personal representatives, in preparing, submitting and presenting any claim against the United States, or any State, for adjusted compensation, hospitalization, insurance, pension, disability compensation, vocational training, education or rehabilitation and assist them in obtaining any aid or benefit to which they may, from time to time, be eligible under the laws of the United States or any of the states. The term of office is 4 years, terminating on July 1, of the first year of the Governor's term of office. Anticipated start date is March 19, 2012.

APPOINTMENT QUALIFICATIONS: Any person to be eligible for appointment as the Deputy Executive Director must be and actual and bona fide resident of the State of Nevada; possess a honorable discharge from some branch of the military and naval service of the United States; and, have at least 4 years of experience in management and administration. The ability to communicate effectively is essential.

ANNUAL SALARY: Up to $81,584 (Note: All State employees are required to utilize 48 hours of furlough during fiscal years 12/13.)

BENEFITS: Employer participates in providing medical, dental, and vision insurance for employees; three weeks paid vacation per year, three weeks paid sick leave per year, 11 paid holidays per year, retirement plan; life and disability insurance and tax sheltered deferred compensation plans available. There is no State or social security tax. (For additional information, visit the Nevada Department of Personnel at www.dop.nv.gov, the Nevada Public Employees Benefits at www.pebp.state.nv.us, and the Public Employees Retirement System of Nevada at www.nvpers.org.)

RESUME: Must provide a detailed description of employment history, including names and addresses of employers, reasons for leaving, salary history, and professional references.

TO APPLY: Submit your letter of interest and resume by February 17, 2012 to:

Nevada State Veterans Home
Karen Judson, Personnel Analyst
100 Veterans Memorial Drive
Boulder City, NV. 89005
702-332-6709

judsonk@veterans.nv.gov
www.veterans.nv.gov

Equal Employment Opportunity/Affirmative Action Employer