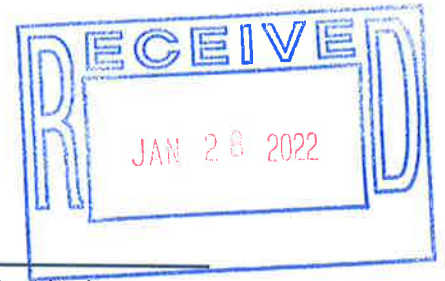


*Doreayne Nevin*



P.O. Box 175 Virginia City, Nevada, 89440 Tel: 775-720-4974 email: dnevin68@outlook.com

January 28, 2022

Dear Chairman Carmona, Vice-Chair Mitchell, and Commissioner Gilman,

As a loyal Storey County employee for the past thirteen years, I would like to formally apply for the Interim Clerk-Treasurer appointment.

For seven years, I have served as a Deputy Clerk/Treasurer before advancing to the position I currently hold and have held for the past two years, the title of Chief-Deputy Clerk/Treasurer. This job has allowed me to work alongside Clerk/Treasurer Vanessa Stephens. During this time, she has trained me in every important function of the office. These functions include cash management, investing in public funds, and overseeing the receipt of all funds for the county (school district, the state and other taxing entities), property tax billing and overseeing the collection process.

Should I be appointed, the past nine years have also given me the skills and training to step in as District Court Clerk, Clerk to the Board of County Commissioners, and Clerk of the Board of Equalization. I will maintain the filing of documents such as ordinances, resolutions, contracts, commissioner minutes, and vital records. I will also maintain the voters' registration system as well as coordinate the elections held in the county.

If I am appointed, the knowledge, training, and vast experience I have acquired over the last nine years will help me successfully take on the role of Clerk/Treasurer. I will continue to provide the level of service to our community that is expected of our office.

My resume is enclosed with this letter for review of my education and training that I have completed while working for Storey County.

Thank you for your time and consideration.

Sincerely,

*Doreayne Nevin*  
Doreayne Nevin



STOREY COUNTY CLERK-TREASURER  
VANESSA STEPHENS

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January 27, 2022

Storey County Board of County Commissioners  
26 South B Street  
Virginia City, NV 89440

RE: Appointment of interim Clerk & Treasurer

Dear Honorable Board of County Commissioners,

It is my pleasure to recommend Dore Nevin for the appointment of interim Storey County Clerk & Treasurer. I have known Dore for over ten years, during which time she has worked as Deputy Clerk & Treasurer in my office. Two years ago, she was promoted to the position of Chief Deputy Clerk & Treasurer due to her ability to act in my absence.

I have been consistently impressed with Dore's attitude and productivity during the time she has served the residents and business owners of Storey County. Dore is both dedicated and quite motivated. I am confident that she will devote herself to the position of interim Clerk & Treasurer with a high degree of diligence.

Dore possess the knowledge and skills to ensure that a smooth transition will take place with minimal impact. This office will face a multitude of challenges over the upcoming year, and she has illustrated her ability to lead and guarantee a successful outcome. She has and continues to establish strong and trusted working relationships with fellow employees and members of the community.

I recommend Dore without reservation. I am confident she is the best candidate for the appointment of interim Storey County Clerk & Treasurer. Please do not hesitate to contact me at 775-232-2712 if you have any questions or requests. I am more than happy to answer them.

Best regards,

  
Vanessa A. Stephens  
Storey County  
Clerk - Treasurer



# *Doreayne Nevin*

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Post Office Box 175  
Virginia City, NV 89440  
775-720-4974  
[dnevin68@outlook.com](mailto:dnevin68@outlook.com)

## **EDUCATION/TRAINING**

**2013-2026 Notary Public**  
State of Nevada

**2011-Project Management**  
University of Nevada  
Extended Studies

**2010-Supervisory Management**  
University of Nevada, Reno  
Extended Studies

**1997-First Responder**  
REMSA

**1998 OSHA-Dental Certified in Infectious Diseases**  
OSHA

**1989-Certified in Dental Radiology**  
Truckee Meadows Community College

**1989-Dental Practice Management**  
Truckee Meadows Community College

**1987-Introduction to Dental Assisting**  
Truckee Meadows Community College

**1987-High School Graduate**  
Virginia City High School

## **CERTIFICATES**

**2020-Government Finance Officers Association**  
Investment Fundamental for Accounting-Accounting (Governmental)  
Financial Disclosures for Investments-Accounting (Governmental)

**2019-Tyler Technologies**  
Cashiering Admin



**2012-FEMA/COSA**

Essential Records  
Record Emergency Planning and Response

**2011-POOL/PACT**

Essential Management Skills Certificate Program

**2008-FEMA**

Emergency Management Institute  
IS- 00100.A, IS-200.A, IS-00700, IS-00800.B,

**Computer Software**

**Votec Election Management**

**Dominion Voting Systems**

**Tyler Technologies-Cashiering/Accounts Payable**

**Tyler-Eagle Technologies-Recording/Filing**

**DevNet-Secured/Unsecured Property Taxes**

**Courtview-Court Filing**

**JAVS-Court Recording**

**AS400**

**EMPLOYMENT****2010-Current Storey County Clerk/Treasurer's Office**

Chief Deputy-Clerk/Treasurer-Office Manager- Administrative Specialist 2020-Current  
Deputy-Clerk/Treasurer- Administrative Assistant III 2010-2019

**2008-2010 Storey County Recorder's Office**

Deputy Recorder Administrative Assistant I-II

**2004-2008 Louise J Patetta, DDS**

Administrative Assistant/Collection Manager

**2000-2004 James Megquier, DDS and Daniel Muff DDS, MD**

Office Manager, Surgical Assistant, and Administrative Assistant

**1994-1999 George Zatarain, DDS**

Dental Assistant/Back Office Manager/Receptionist

**1987-1994 Rafael Gamboa, DDS**

Surgical Assistant





## **COMMUNITY SERVICE**

**Storey County Volunteer Fire Department**  
**Virginia City Motorcycle Marathon**  
**Virginia City Rodeo**  
**Virginia City Camel Races**  
**Nevada All State Trail Riders**  
**Virginia City School District- Class Advisor for 14 years**  
**Virginia City Booster Club**

## **Memberships**

**CFOA (County Fiscal Officers Association)**  
**ACTN (Association of County Treasurers of Nevada)**  
**GFOA (Government Finance Officers Association)**  
**NACO (National Association of Counties)**





This course has been certified by the  
Federal Emergency Management Agency

**FEMA**

The Council of State Archivists awards this Certificate of Completion to

**Dore Nevin**

Who has dedicated time and effort toward protecting our nation's essential records  
through continued professional development and completion of this course:

**Records Emergency Planning and Response Webinar**

FEMA Course Number AWR-211-2

Issued this 23rd day of March 2012



*Barbara Teague*

Barbara Teague, President  
Council of State Archivists





This course has been certified by the  
Federal Emergency Management Agency

**FEMA**

The Council of State Archivists awards this Certificate of Completion to  
**Dore Nevin**

Who has dedicated time and effort toward protecting our nation's essential records  
through continued professional development and completion of this course:

**Essential Records Webinar**

FEMA Course Number AWR-210-2

Issued this 22nd day of March, 2012



*Barbara Teague*

Barbara Teague, President  
Council of State Archivists



**The Government Finance Officers Association  
of the United States and Canada**  
*presents this*

**CERTIFICATE OF PROFESSIONAL DEVELOPMENT**

to

**Ms. Dore Nevin**

for successfully completing

**Financial Disclosures for Investments - Session 3**

in the field of

**Accounting (governmental)**

**2/26/2020**

National Registry of CPE Sponsors ID Number: 103133

*In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50 minute hour.*

**2 CPE Credits**

**Group Internet-based**

**203 North LaSalle, Suite 2700  
Chicago, Illinois 60601  
312/977-9700**

*Christopher P. Morris*

Executive Director/CEO





**The Government Finance Officers Association  
of the United States and Canada**  
*presents this*

**CERTIFICATE OF PROFESSIONAL DEVELOPMENT**

to

**Ms. Dore Nevin**

for successfully completing

**Investment Fundamental for Accounting - Session 1**

in the field of

**Accounting (governmental)**

**2/12/2020**

National Registry of CPE Sponsors ID Number: 103133

*In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50 minute hour.*

**2 CPE Credits**  
**Group Internet-based**

203 North LaSalle, Suite 2700  
Chicago, Illinois 60601  
312/977-9700

*Christophe P. Marvill*

Executive Director/CEO





# CERTIFICATE Of Completion

THIS CPE CERTIFICATE IS PRESENTED TO

# Dore Nevin

Course:

Cashiering Admin

Field of Study:

Computer Software & Applications

CPE Credits:

3

Instructional Delivery Method:

Group Internet Based

Location:

Online

Date:

11.25.19

National Registry of CPE Sponsors ID Number: 108275

Texas State Board of Public Accountancy Sponsor ID Number: 007227

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

Tyler Technologies, Inc. 5519 53rd St., Lubbock, TX 79416

Issued By:

A handwritten signature in black ink, appearing to read "Mark Brumley".

Mark Brumley, Certification Program Administrator





# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**DOREAYNE M NEVIN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.a**

**ICS for Single Resources and  
Initial Action Incidents**

*Issued this 17th Day of October, 2008*

  
Cortez Lawrence, PhD

Superintendent  
Emergency Management Insti



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**DOREAYNE M NEVIN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-001100.a**

**Introduction to the Incident Command System  
(ICS 100)**

*Issued this 14th Day of October, 2008*

Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute





# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

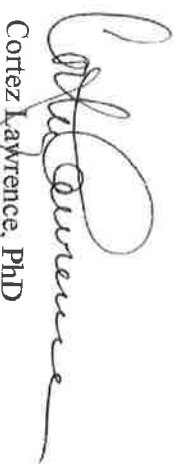
**DOREAYNE M NEVIN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700**

**National Incident Management System  
(NIMS), An Introduction**

*Issued this 29th Day of October, 2008*



Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**DOREAYNE M NEVIN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00800.B**

**National Response Framework, An Introduction**

*Issued this 3rd Day of November, 2008*

Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute



# UNIVERSITY OF NEVADA, RENO

THIS IS TO CERTIFY THAT

*Doreayne Nevin*

HAS SUCCESSFULLY COMPLETED THE 45 HOURS OF INSTRUCTION  
REQUIRED TO EARN A CERTIFICATE IN

## PROJECT MANAGEMENT ESSENTIALS

*Fred B. Holman*

Fred B. Holman, Vice Provost  
Extended Studies



*December 15, 2011*

Date



University of Nevada, Reno  
**Extended Studies**

**Doreayne Nevin**  
*has successfully completed*  
**Project Management Essentials**  
**September 15, 2011**



18 Hours

A handwritten signature in black ink, reading 'Fred B. Holman'.

Fred B. Holman, Vice Provost  
Extended Studies

University of Nevada, Reno  
**Extended Studies**  
**Doreayne Nevin**  
*has successfully completed*  
**Project Management: Beyond the Basics**  
**November 17, 2011**



18 Hours

A handwritten signature in black ink, reading 'Fred B. Holman'.

Fred B. Holman, Vice Provost  
Extended Studies





# UNIVERSITY OF NEVADA, RENO

THIS IS TO CERTIFY THAT

*Doreayne Nevin*

HAS SUCCESSFULLY COMPLETED THE EDUCATIONAL REQUIREMENTS  
TO EARN A CERTIFICATE OF PROFESSIONAL DEVELOPMENT IN

## SUPERVISORY MANAGEMENT

*Fred B. Holman*

Fred B. Holman, Vice Provost  
Extended Studies



*May 14, 2010*

Date



University of Nevada, Reno

# Extended Studies

**Doreayne Nevin**

*has successfully completed*  
**Managing & Supervising People**  
**January 21 & 22, 2010**



12 Hours



This program, ORG-PROGRAM-55162, has been approved for 6 recertification credit hours toward PHR, SPHR and GPHR recertification through the Human Resources Certification Institute (HRCI). Please be sure to note the program ID number on your recertification application form. For more Information about certification and Recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).

A handwritten signature in black ink, reading "Fred B. Holman".

Fred B. Holman, Vice Provost  
Extended Studies



# Certificate of Completion



POOL/PACT Human Resources

*presents this certificate to*

**Dore Nevin**

*For successful completion of the*

**ESSENTIAL MANAGEMENT SKILLS  
CERTIFICATE PROGRAM**

  
Jeanne Greene, General Manager

Date

10-25-2011

