

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

STOREY COUNTY CLERK-TREASURER
VANESSA STEPHENS

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

Post Office Box 175
Virginia City, NV 89440
775-720-4974
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)**



FEMA

This course has been certified by the
Federal Emergency Management Agency

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



FEMA

This course has been certified by the
Federal Emergency Management Agency

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. Merrill

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. Maxwell

Executive Director/CEO



CERTIFICATE Of Completion

THIS CPE CERTIFICATE IS PRESENTED TO

Doree Newlin

Course: Cashiering Admin CPE Credits: 3
Instructional Delivery Method: Group Internet Based
Field of Study: Computer Software & Applications
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 that reads "Mark Bruntnley".

Mark Bruntnley, Certification Program Administrator

Emergency Management Institute



FEMIA

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

A handwritten signature in cursive script, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Insti

Emergency Management Institute



FEMIA

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-00100.a

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

Issued this 14th Day of October, 2008

A handwritten signature in black ink, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

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

A handwritten signature in cursive script, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

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

A handwritten signature in cursive script, appearing to read "Cortez Lawrence".

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

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

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.

A handwritten signature in black ink.

Fred B. Holman, Vice Provost
Extended Studies

Certificate of Completion



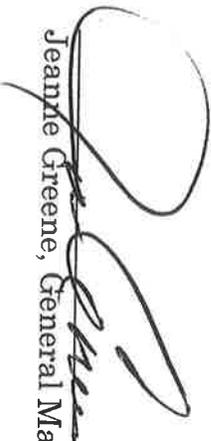
POOL/PACT Human Resources

presents this certificate to

Dore Nevin

For successful completion of the

**ESSENTIAL MANAGEMENT SKILLS
CERTIFICATE PROGRAM**


Jeanne Greene, General Manager

Date 10-25-2011

