



Town Advisory Board (TAB)/ Citizens Advisory Council (CAC) Application

Name of the TAB/CAC Applying for: Sandy Valley

TABs and CACs were created to assist the Board of County Commissioners in an advisory capacity with the decision-making process in the governance of the unincorporated towns and areas of Clark County. There are 8 TABs and 6 CACs that are appointed by the County Commission and 5 TABs that are elected. Each TAB or CAC consists of area residents that serve without compensation for two-year terms and attend regularly scheduled public meetings throughout the year.

Full Name: Esther L Walch (Sue or Suzy)) Phone Number:

Email Address:

Home Address: 2601 Diamond Ave
Sandy Valley, Nevada 89019

Mailing Address: 2601 Diamond Ave
Sandy Valley, Nevada 89019

Employer: LVMPD-Retire Occupation: Managment Assistant-Retired

Note: This document and accompanying materials become public record once received by Clark County.

• To be eligible to serve, you must be both a qualified elector (eligible to vote) and a resident of the unincorporated town or area encompassed by the TAB or CAC. Before you continue, please indicate if you meet the eligibility requirements: Yes No

• Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: https://www.clarkcountynv.gov/government/departments/administrative_services/town_liaison_services/tab_cac_information.php

If appointed, will you be able to attend meetings on a regular basis? Yes No

• Have you attended a Planning Commission or County Commission meeting? Yes No

• Have you attached the REQUIRED resume or letter of interest? Yes No



For the following questions, please feel free to attach additional pages as necessary.

Have you attended a TAB or CAC meeting in Clark County? Yes No

If so, which one and what was your experience?

My attendance has been very sporadic over the 24 years I have lived in Sandy Valley. While I was working it was difficult to attend. Since I have been retired, I have decided to become more involved in the community.

Please list any boards or committees that you currently serve on:

None at the present.

Why are you interested in becoming a member of your TAB or CAC?

Since retiring I have been thinking about becoming more involved in serving the community of Sandy Valley. I have become more involved in Church activities through the Sandy Valley Community Church, since becoming a member. It's very rewarding. I believe I have acquired a skill set that allows me to be approachable by the members of the community that would make them feel at ease to reach out to express their concerns and interests regarding the community. I believe I could professionally articulate those concerns at a meeting. We all come with bias, however, after serving as a board member of the Las Vegas Police Protective Association Civilian Employees, Inc., union, and working in law enforcement and the justice system, I've developed a skill set to look at both sides. I can maintain a professional demeanor when necessary.

I verify by my signature below that all statements made on this application, as well as attached information, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. I understand that an incomplete application or any modifications to this application will not be accepted or considered.

Esther Louise Walch
Esther Louise Walch (Nov 13, 2024 15:58 PST)

Nov 13, 2024

Signature

Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to AdministrativeServices@ClarkCountyNV.gov or by mail to: Clark County Administrative Services
Attn: Agenda Coordinator
500 S. Grand Central Pkwy, 6th Floor
Las Vegas, NV 89155

Esther L "Suzy" Walch
2601 Diamond Ave
Sandy Valley, Nv 89019
[REDACTED]

Hello,

I would like to introduction myself. My given legal name is Esther L Walch; however, I prefer Sue or Suzy. I enjoyed a wonderful career at the Las Vegas Metropolitan Police Department for 17 years. I retired from LVMPD in January 2018, and for my last 3 years I held the rank of Management Assistant. Management Assistants are one of the highest clerical support classifications at LVMPD and are appointed positions. Part of my duties were to attend the monthly Fiscal Affairs Meeting. I have held several civil service positions. I have worked for Clark County, State of Nevada, and LVMPD. I have attended a few CAC meetings in the past. Since being retired a few years, I am now refreshed and ready to serve my community in this new position, if selected.

I do understand how local government meetings operate in service to the community.

Prior to being promoted to Management Assistant, I served as a Board member (elected position) of the Las Vegas Police Protective Association Civilian Employees, Inc., for several years.

Prior to LVMPD, I was the receptionist and was first point of contact at the State of Nevada Gaming Control Board Enforcement Division as well as a Legal Assistant I for the Clark County Las Vegas Township Justice Court, and prior to that, I worked 26 years in the Food and Beverage Industry.

I have a very strong background in customer service and work well under pressure. I am detailed oriented and can multi-task, I can work on multiple projects throughout the day. I have excellent organizational skills, and I prided myself on clearing "all" my e-mails received each day, which averaged around 100. Working in the judicial system and for law enforcement, I learned the importance of confidentiality, which I take very seriously.

I obtained my Associate Degree in Applied Science-August 13, 1993, I enjoyed my time at the Law enforcement agencies. I am optimistic that my knowledge, skills, and abilities I have gathered from working in the above listed agencies could translate over and be viewed as assets.

My husband and I have been married for 44 years; we own a five-acre horse ranch outside of Las Vegas in Sandy Valley, Nevada, and have owned the property since 1999, and moved onto the property in 2002 where we currently reside. I have been in the Las Vegas, Clark County area since 1969, and my husband was born in Ely, Nevada and has resided in Nevada his entire life. I am dependable and reliable. I am a young and vibrant 66-year-old female. I am in excellent health.

If you require additional information, please feel free to contact me at [REDACTED]
[REDACTED]

Esther Louise "Suzy" Walch
2601 Diamond Ave
Sand Valley, Nevada



FORMAL EDUCATION
ASSOCIATES DEGREE IN APPLIED SCIENCES - LEGAL ASSISTANT
CCSN, GRADUATED AUGUST 1993

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
JUNE 4, 2001 – JANUARY 31, 2018

Last position held:

Management Assistant
Promoted - January 05, 2015-January 31, 2018

Supervisor
Division Director Barbara Doran
Support Division

This was an appointed position. I served at the pleasure of both Division Director Barbara Doran and Sheriff Joseph Lombardo.

Provided varied, complex, and confidential office administrative assistance; followed up on projects; kept supervisor informed of pertinent developments. I served as a liaison with other jurisdictions and the public to explain regulations, policies, and procedures. I performed specialized duties as requested by the Division Director. I prepared reports, charts and graphs for meetings; I have recorded and transcribed minutes of meetings. Prepared letters, memoranda, statistical charts and related documents as assigned. Set appointments and maintained a calendar of activities, meetings, and various events. As requested, scheduled and organized meetings; notified participants, made room arrangements, prepared agendas and other required or additional informational materials as needed. Reconciled and maintained the Budget for the five bureaus within the Support Division. Provided D/D Doran with information to approve or deny budgetary requests. If approved, released the funding through the SAP program. Maintain the bureau files and D/D Doran's office files. Screened phone calls and visitors; retrieved and relayed information from visitors and callers on their needs and, when necessary, referred them to the appropriate administrative staff. Operated a variety of office equipment, including copiers, fax machines, computers and printers. Created a variety of statistical documents and forms and retrieved and input data as needed. Assisted in special projects and performed related duties as assigned. Exemplify the Department values, both on and off duty.

Administrative Assistant

Promoted August 30, 2008 to January 5, 2015

Supervisors

Director Lynne Cavalieri

Detention Services Division

Records Bureau

January 5, 2014 to January 5, 2015

Director Barbara Doran

Communications Bureau

March 05-2009 to January 3, 2014

Captain James Dillon

Training Bureau

August 30, 2008 to March 05, 2009

Perform administrative duties in support of assigned supervisor; monitor budget as assigned; recommend improvements in work flow, procedures and use of equipment and forms. Manage office support functions; direct the work activities of clerical personnel; prioritize and coordinate work assignments; review work for accuracy. Maintain a calendar of activities, meetings and various events for assigned supervisor; coordinate activities with other divisions, bureaus, and programs, the public and outside agencies. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities. Type and proofread a wide variety of complex and confidential reports, letters, memoranda and statistical charts; type from rough draft; independently compose correspondence related to assigned responsibilities. Participate in the duties relating to the administration of assigned division or program; assist in preparing comprehensive reports and agendas for meetings; compile annual budget requests; recommend expenditure requests for designated accounts; monitor approved budget accounts. Assist in a variety of department operations; perform special projects and assignments as requested. Perform general clerical work including filing, scheduling appointments and meetings, reviewing and scheduling leave requests. Operate a variety of office equipment including copiers, facsimile machines and computers; input and retrieve data and text; develop a wide variety of documents and forms; organize and maintain applications, disc storage, and filing. Maintain records of division or program purchases; maintain receipt vouchers. Exemplify the Department values, both on and off duty.

Sr. LEST - Senior Law Enforcement Support Technician

Supervisor

AA Rowena Kothe

Records & Fingerprint Bureau

Promoted December 30, 2006 to August 30, 2008

Lead, plan, train, monitor, and review the work of staff in assigned work area; respond to technical and procedural questions of less experienced technical and clerical staff. Coordinate and provide support services for a section or work unit; resolve administrative issues as they arise to ensure work unit deadlines are met; keep supervisory staff informed of changes to the schedule and process. Assist Department personnel and the public in person and by phone; take reports; provide technical and administrative information regarding Department policies, procedures, and regulations; determine accuracy and completeness of applications, forms, records, and reports. Compile, type, modify, record, and retrieve a wide variety of law enforcement records, reports, and materials including complaints, declarations, booking information, restraining orders, fingerprint cards, warrants, citations, crime and traffic reports; may transcribe statements and reports from cassette tapes, shorthand, or dictation onto a computer. Operate a variety of office equipment including copiers, facsimile machines, computer terminals and printers; organize and maintain disk storage and filing. Maintain a variety of law enforcement records filing systems; prepare and maintain accurate and detailed records and activity logs. Compile data from records and other information as requested; assist in preparation of statistical and financial reports. Inform officers of pertinent information as relayed by other Department bureaus, divisions, and outside police agencies. Prepare and track requests for purchase orders, blanket and special orders; maintain accurate records of supplies received. Coordinate travel arrangements.

LEST - Law Enforcement Technician

Supervisor

Sergeant Tom Roberts

Robbery/Homicide/CATS (Criminal Apprehension Team)

July 2004 to December 30, 2006

Query law enforcement computer systems for criminal history and warrant information; communicate with other agencies to confirm warrants. Enter data into criminal justice computer systems; interpret and disseminate criminal history dispositions to law enforcement personnel; interpret court and legal documents. Create and maintain word processing logs and forms; copy, fax and distribute paperwork to appropriate personnel; file documents and folders numerically and alphabetically. Communicate with a variety of law enforcement personnel via telephone, e-mail, in person, and written correspondence. Assist Department employees and the public with inquiries in person and by telephone; retrieve information and files; provide general information regarding Department policies, procedures, and regulations pertaining to the services and activities of the assigned unit. Type and enter data, reports, and memorandum utilizing word processing programs and law enforcement computer systems. Exemplify the Department values, both on and off duty. Respond to letters and written inquiries.

Office Assistant

AA Doreen Reynolds

Internal Affairs Bureau

Date of Hire June 04, 2001 to July 2004

Performed complex and difficult clerical work; recognized and maintained confidentiality of information; transcribed reports; typed correspondences, forms, confidential reports and other reports and materials. Provided and or obtained information by telephone or in person; operated a variety of software packages to produce statistical, informational reports, and intelligence reports. Input and retrieve information from databases; performed file cleansing; researched inquires and copied files. Followed oral and written instructions. Worked independently and as a team. Communicated verbally with a variety of people; gathered information to assign to the appropriate duty officer or to other departments or agencies as needed.

Processed Notifications of Investigations; processed subpoenas; opened all mail and distributed as needed and appropriately. Maintained files and organized workload.

STATE OF NEVADA GAMING CONTROL BOARD ENFORCEMENT DIVISION

Word Processing Operator I

Supervisor

Samantha Barber

Gaming Control Board - Enforcement Division

July 2000 to June 2001

I was the receptionist for this division of the Gaming Control Board. I provided customer service for the public in person and on the phone when they wished to file a complaint against a casino. I directed complaint calls to the Senior Agents that dispatched agents if needed, to a particular location. My principal assignments were in word processing and data entry. In word processing I was responsible for typing out-going letters, and other miscellaneous documents. In data entry I was responsible for the input of Multi-Purpose Reports into the Gaming Control Board's IMS computer for cases, court dispositions on cases, hearing results, case status updates, and any other pertinent data as needed. I was responsible for answering the phones and I answered approximately 50 calls per day. Each call had to be answered on or before the third ring. No caller was to be on hold for more than 30 seconds.