



Clark County Law Library Board of Trustees Application

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

The Clark County Law Library Board of Trustees (Board) exists pursuant to NRS 380.020, which states that the Clark County Board of Commissioners (County Commission) shall appoint four (4) competent persons, including at least two (2) who are not attorneys at law, to serve as law library trustees. Each member serves a two-year term with the possibility of reappointment.

The Board of Trustees meets at least four (4) times each calendar year. Additional board meetings may be held as needed.

Application Overview:

If you are interested in applying to be a Trustee on the Clark County Law Library Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please contact Chanteyl Hasse at Chanteyl.Hasse@ClarkCountyNV.gov.

Full Name: (First, Middle Initial, Last): Stephanie N. Itkin

Home Street Address: [REDACTED]

Home Address City/State/Zip Code: [REDACTED]

Mailing Address: [REDACTED]

Mailing Address City/State/Zip Code: [REDACTED]

Employer: Hilliard Law Firm

Occupation: Attorney

Email Address: [REDACTED]

Cell Phone: [REDACTED]

Best Daytime Contact Phone: [REDACTED]

Availability: Please provide the times you are available to serve on this Board/Commission/Council.

I am available for any and all board meetings and associated duties.

Relevant Affiliations: Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

Appointed by City of Las Vegas Department of Public Safety Chief Jason Potts to the City of Las Vegas Department of Public Safety Chief's Advisory Board in June 2024 for a one year term.

Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess that would benefit the work of this Board, Commission or Council. If you need additional space, please attach an additional sheet of paper.

Please see attached.

With a strong background in both civil and criminal law, I bring a wealth of experience that would significantly benefit the Clark County Law Library. Currently, as a Mass Tort Associate at Hilliard Law, I manage over 500 clients across five class action lawsuits, supervise a team of three, and implement process improvements that enhance case efficiency.

Previously, I worked as an Associate at a prominent New York City insurance defense firm, where I represented corporate clients in civil litigation. My experience also includes conducting complex investigations and compliance reviews at Kroll, a leading investigations and due diligence company, where I honed my skills in due diligence, legal analysis, and reporting.

As an Assistant District Attorney in New York City, I managed criminal cases from inception to disposition, which gives me a broad perspective on the legal materials essential for diverse users of the library. I also possess team leadership experience, regularly training new attorneys, and have led projects across multiple roles that emphasize organization, attention to detail, and adaptability.

As an adjunct professor at the College of Southern Nevada, my duties include educating students on the subject of mediation through interactive activities, arranging guest speakers, and continually updating materials based on course evaluations. The role also involves staying updated in the field, participating in faculty training, and using subject-matter expertise to enhance the curriculum.

As a board member of the City of Las Vegas Department of Public Safety Chief's Advisory Board, my duties include providing strategic oversight, supporting policy development, and ensuring compliance with operational standards that enhance public safety and community relations. I aim to strengthen the board's initiatives through effective collaboration, focusing on resource allocation and best practices in law enforcement. My goals include fostering transparency within the community, advocating for professional development within the department, and supporting initiatives that promote community trust and engagement.

As a member of the Las Vegas Metropolitan Police Department Citizen Police Academy Alumni Association, I assist in finding ways to provide rank and file officers equipment and supplies or programs that are not part of Metro's annual budget, but which are needed, and in special circumstances to provide help to Metro's officers and their families in time of need.

My volunteer work with United Service Organizations (USO) entails programs and services created to improve the quality of life of service members and military families. I also volunteer with the Nevada SPCA and All Friends Animal Sanctuary, which further demonstrates my dedication to community advocacy and service, which aligns well with the board's mission to serve Clark County's legal community effectively.

As a board member of the Clark County Law Library, I would actively contribute to the development and promotion of new events and initiatives that enhance the library's role as a vital community resource. Drawing on my legal background and experience in both civil and criminal law, I can help design programs that address the needs of diverse patrons, including self-represented individuals seeking guidance. By leveraging my board experience and involvement with law enforcement and public safety initiatives, I can foster partnerships with local legal organizations, educational institutions, and community groups to expand outreach efforts. My experience with strategic oversight and resource management equips me to support initiatives that improve the accessibility and relevance of library resources, while my commitment to community service can drive the creation of workshops, speaker events, and legal clinics that serve to empower and educate the public.

A resume or letter of interest is REQUIRED. Please attach it to this application.

I verify with my signature below that all statements made on this application, as well as any information attached hereto, 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. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.

Stephanie Itkin

11/13/2024

Signature

Date

Hand Deliver/Mail Application to:

Director

Clark County Law Library

309 South Third Street, Suite 400

Las Vegas, NV 89155

Operating hours: Monday-Thursday, 7:30am–5:30pm

or

Email Scanned Copy to:

chanteyl.hasse@clarkcountynv.gov

Stephanie Itkin

Professional Summary

Driven and detail-oriented attorney. Excel at leveraging research and close collaboration with clients to avoid or win litigation. Can expertly manage and delegate tasks to ensure efficiency in all areas of work. Will provide the highest standard of quality, within professional, ethical standards and social responsibility.

Education

New York Law School

New York, NY
Juris Doctor
2018

Pace University

New York, NY
Bachelor of Arts: Political Science
2015

Bar Admissions and Professional Associations

- Las Vegas Department of Public Safety, Chief's Advisory Board (2024 - Present)
- LVMPD Citizen Police Academy Alumni Association (2024 - Present)
- New York First Department Appellate Division (2019 - Present)
- Southern District of New York (2020 - Present)
- ABA- Awards and Subgrants Associate Judge and Civics Engagement Committee Member (2021-2022)
- Member, New York State Bar Association (2019 - Present)

Volunteering

City of Las Vegas Deputy City Marshals
United Service Organizations (USO)
Nevada SPCA
All Friends Animal Sanctuary

Work History

College of Southern Nevada - Adjunct Professor

Spring 2025

- Prepare and deliver course content, while communicating course objectives and assessing student progress
- Engage students through interactive activities and continually updating materials based on course evaluations

Hilliard Law - Mass Tort Associate

09/2021 - Current

- Oversee a caseload of 500+ clients across five active class action lawsuits, ensuring high-quality legal representation and effective case management
- Lead and mentor a team of three legal assistants, strategically delegating tasks, monitoring progress, and upholding superior work standards
- Drive case-wide process improvements, optimizing the retrieval and organization of client medical histories and relevant information to streamline case assessments
- Conduct client consultations to assess medical histories, determine case eligibility, and make informed decisions on case dismissals

Kroll - Compliance/Consulting Associate

03/2021 - 09/2021

- Conducted complex investigations involving internal/external fraud, employee misconduct, sanctions, fines, government actions, significant stock price fluctuations and resignations of executives
- Researched, analyzed, and investigated subjects for Fortune 500 companies and financial intuitions while adhering to strict compliance standards
- Managed project deadlines and resources by prioritizing tasks; provided written reports of findings and recommendations to legal counsel and executives

Biedermann Hoenig Semprevivo - Associate

11/2019 - 08/2020

- Defended corporations and educational institutions in a variety of civil and commercial litigation matters, including subrogation, general liability, premises liability, product liability and insurance coverage
- Assisted with preliminary conferences and compliance conferences to negotiate court orders with opposing counsel

Bronx County District Attorney's Office - Assistant District Attorney

09/2018 - 11/2019

- Prosecuted criminal cases in New York State Criminal and Supreme Courts from drafting to disposition
- Arraigned over 300 cases, drafted over 150 cases, negotiated plea agreements for over 25 cases; interviewed victims, witnesses, and NYPD personnel
- Developed case theories, negotiated pretrial issues and plea agreements, and responded to motions
- Regularly trained new Assistant District Attorneys in courtroom procedure, case maintenance and case drafting