



togetherforbetter

Spring Valley TAB

Full Name: Justine McDowell

Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 3450 Erva Street Apt 105

Las Vegas, Nevada 89117

Mailing Address: 3450 Erva Street Apt 105

Las Vegas, Nevada 89117

Employer: City of North Las Vegas

Occupation: Utilities Field Maintenance Technician

Affiliations: n/a

Skills & Experience: I bring a strong background in municipal government operations, public service, and community engagement that aligns closely with the mission of the Spring Valley Town Advisory Board. I currently serve in the utilities field as a Valve Maintenance Technician with the City of North Las Vegas, where I work directly with public infrastructure, residents, and service concerns. I also hold my Nevada D1 Water Distribution Operator certification and am actively pursuing my D2 certification, strengthening my technical understanding of water systems, public safety, and regulatory compliance.

Previously, I served as a Deputy City Clerk II and Court Clerk, where I gained extensive experience in public records, agenda management, public meetings, policy procedures, and constituent services. These roles strengthened my attention to detail, understanding of government processes, and commitment to transparency and public accountability.

In addition, I am deeply engaged in community advocacy through firsthand experience navigating HOA governance, insurance disputes, and resident rights, which has given me a practical understanding of how policy decisions affect everyday lives. I bring strong communication skills, data literacy, and a collaborative approach to problem-solving. My professional training, combined with my dedication to community well-being and public trust, would allow me to contribute meaningfully to the Advisory Board's work in representing and advancing the needs of Spring Valley residents.

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

Application Questions:

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. By clicking the checkbox, you acknowledge that you meet the eligibility requirements.

Yes

Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: <a href="[Meeting Schedule](https://www.clarkcountynv.gov/government/departments/administrative_services/town__liaison_services/spring-valley-tab)

By clicking the checkbox, you acknowledge that you are able to attend meetings on a regular basis.

Yes

Click the checkbox if you have previously attended a Planning Commission or County Commission meeting.

Yes

Upload Resume or Letter of Interest

"https://clarkcountymediastorage.blob.core.windows.net/boards/2025-12-07/20251207T233053463Justine_McDowell_Updated_Resume_2025.docx"

Click the checkbox if you have previously attended a TAB or CAC meeting in Clark County.

No

If you have, which one and what was your experience?

I have not attended a meeting

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

Not Applicable

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

I am interested in becoming a member of the Town Advisory Board because I genuinely care about how local decisions shape the quality of life, safety, and long-term stability of our community. Through my career in municipal government and utilities, I have seen firsthand how policies related to zoning, infrastructure, public services, and development directly impact residents at the neighborhood level. Serving on the TAB would allow me to move from implementing policy to helping shape it, ensuring that community voices are heard early and meaningfully in the decision-making process. As both a public servant and a resident, I bring a balanced perspective—understanding the operational realities of city government while also advocating for transparency, accessibility, and fairness for the community. I am especially interested in land use, infrastructure reliability, public safety, and responsible growth. My goal is to serve as a bridge between residents and local government, helping Spring Valley continue to grow in a way that is thoughtful, inclusive, and sustainable.

I verify by 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. This document and accompanying materials become public record once received by Clark County.

Yes

Signature

Justine McDowell

Date

12/7/2025

Justine McDowell
3450 Erva Street, Unit 105
Las Vegas, NV 89117



Objective

To acquire a position in public service or community leadership that allows me to utilize my proficiency in communication, organization, and infrastructure operations to support sustainable community development and responsive governance.

Work Experience

July 2025 – Present | City of North Las Vegas | Utilities Field Maintenance Technician (Valve Maintenance)

- Perform inspection, exercising, and maintenance of water distribution valves to ensure system reliability, regulatory compliance, and emergency readiness.
- Support hydrant flushing and sediment removal operations to maintain water quality and pressure stability.
- Assist with identifying leaks, pressure issues, and infrastructure defects.
- Follow strict safety and confined space protocols.
- Apply Nevada D1 certification studies to field operations.

January 2024 – July 2025 | City of North Las Vegas | Field Customer Service Representative (Trainee)

- Served as frontline liaison between Utilities and residents for service requests related to water service, leaks, billing, and infrastructure concerns.
- Conducted field investigations for service disruptions and water usage issues.
- Coordinated with maintenance crews and supervisors to resolve urgent safety concerns.
- Educated residents on conservation initiatives and utility policies.
- Utilized city work order and documentation systems to log service outcomes accurately.

August 2021 – January 2024 | City of North Las Vegas | Deputy City Clerk II

- Prepared, published, and maintained public meeting agendas and minutes in compliance with Nevada Open Meeting Law.
- Managed and facilitated high-volume public records requests under NRS 239, coordinating document retrieval, redaction, and interdepartmental review to meet statutory deadlines.
- Managed City Council documentation, contracts, ordinances, resolutions, and final actions.
- Oversaw document imaging systems, records retention, and offsite storage logistics.
- Processed payroll, accounts payable, bonds, and administered oaths of office.
- Assisted with election preparation, candidate filings, and compliance documentation.

November 2018 – August 2021 | North Las Vegas Municipal Court | Court Clerk

- Provided public assistance regarding judicial procedures, case processing, warrants, fines, and court scheduling.
- Prepared court orders, dockets, legal documentation, and sentencing records.
- Maintained warrant accuracy and managed courtroom clerical functions.

June 2014 – November 2018 | McCarthy Holthus, LLP | Judicial Foreclosure Legal Assistant

- Prepared foreclosure legal documents and maintained hearing schedules.
- Ensured compliance with FDCPA, CFPB, and SCRA regulations.
- Managed documentation for statewide legal proceedings.

October 2014 – February 2014 | PRA Location Services, LLC | Administrative Specialist

- Performed skip tracing, vehicle recovery coordination, and compliance research.

December 2009 – July 2013 | CIR Law Offices, LLP | Legal Department Manager

- Managed high-volume legal office operations, staff training, scheduling, and billing reconciliation.

Education

Associate of Arts – English | San Diego City College

Bachelor's Degree – Urban Studies **(In Progress)** | University of Nevada, Las Vegas

Applicable Skills

- Microsoft Word, Excel, Outlook, PowerPoint
- Public communication and constituent services
- Utility operations and customer service documentation
- Records management and compliance