

If you have any questions related to the TABs and CACs or the application process, please email [AdministrativeServices@ClarkCountyNV.gov](mailto:AdministrativeServices@ClarkCountyNV.gov).

Name of TAB or CAC Applying For: Enterprise Town Advisory Board  
Full Name (First, Middle Initial, Last): Justin C Maffett  
Home Street Address: 8064 Wards Ferry St  
Home Address City/State/Zip Code: Las Vegas, NV 89139  
Mailing Address: 8064 Wards Ferry St  
Mailing Address City/State/Zip Code: Las Vegas, NV 89139  
Employer: Lawyers Title of Nevada  
Occupation: Escrow/Title Insurance  
Email Address: [REDACTED]  
Cell Phone: [REDACTED]  
Best Daytime Contact Phone: [REDACTED]

**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.

N/A

**Skills and Experience:** Please provide a brief description of your qualification; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the above TAB or CAC. If you need additional space, please attach an additional sheet of paper.

Nevada Notary Public

Nevada DOI Licensed Registered Title Agent

Great problem solving skills, whether regarding logistics, mathematics; personnel, etc.

Organized and scheduled

Efficient, and good at helping others find more efficient processes.

Leading, not managing attitude

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

***I certify that I am a QUALIFIED ELECTOR and that my primary RESIDENCE is WITHIN THE BOUNDARIES of the TAB or CAC area to which I am applying. 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.***

Signature

11/22/21

Date

**Hand Deliver Application to:**

**Clark County Department of Administrative  
Services  
6th Floor  
500 S. Grand Central Parkway  
Las Vegas, NV 89155**

**Mail Application to:**

**Department of Administrative Services- 6<sup>th</sup>  
Floor  
Attn: Agenda Coordinator  
P.O. Box 551712  
Las Vegas, NV 89155-1712**

**Fax Application to:**

**(702) 455-3558**

**Email Scanned Copy to:**

**AdministrativeServices@ClarkCountyNV.gov**



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

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

Town Advisory Boards (TAB) and Citizens Advisory Councils (CAC) were created to assist the Board of Clark County Commissioners (County Commission) in an advisory capacity with the decision-making process in supplying public services to the unincorporated towns or areas of Clark County. There are five (5) TABs that are elected and eight (8) that are appointed by the County Commission. There are also six (6) CACs that are appointed by the County Commission.

Each TAB or CAC consists of area residents and serve as formal direct channels to the County Commission allowing for greater input into the future of their towns or areas. These members serve without compensation for two-year (2-year) terms and have the responsibility of assisting the County Commission, in an advisory capacity, in the governance of the unincorporated town or area by acting as a conduit between the residents and the County Commission.

TABs and CACs hold regular, public meetings throughout the year. At these meetings, members of the TABs and CACs are informed of matters pertaining to their respective town or area, provide input regarding various matters, forward the concerns or problems of residents to the County Commission, assist in long-term planning, and disseminate information of interest to the residents of the town or area. All meetings are subject to the Nevada Open Meeting Law (NRS Chapter 241).

### **Information on Elected TABs:**

The following TABs are elected pursuant to NRS 269.576 (7): Bunkerville, Laughlin, Moapa, Moapa Valley, and Searchlight. Elected TAB members do not serve at the pleasure of and may not be removed by the County Commission.

### **Application Overview:**

If you are interested in applying for membership on a TAB or CAC that has a vacancy, you must meet two (2) criteria: 1) be a qualified elector; and 2) be a resident of the unincorporated town or area encompassed by the TAB or CAC.

# JUSTIN MAFFETT

## EDUCATION

---

08/2001 – 06/2005  
Rancho High School, North Las Vegas, NV  
High School Diploma  
▪ Cumulative GPA: 3.56 (weighted)

## AWARDS RECEIVED

---

- “Competitor Kudos” award for being told by a client that I was more pleasant to work with than the representatives of our competitors.
- “Shining Star” award for revenue growth
- Valedictorian, FNF Leadership Coaching Program

## WORK EXPERIENCE

---

08/2013 – Present  
Lawyers Title of Nevada, Las Vegas, NV

### *AVP/Escrow Manager*

- Oversee escrow operations for a staff of sixty
- Enact and enforce policies and procedures to ensure compliance with state and federal regulations
- Recruit and train escrow personnel
- Handle company and state audits

### *Branch Leader/Escrow Officer/HR Administrator*

- Supervised and led a fifteen-member team
- Prepare and analyze monthly profit & loss statements
- Processed hires, terminations, payroll, and benefits
- Processed and closed real estate escrow transactions

01/2010 – 07/2013  
Stewart Title, Las Vegas, NV

### *Escrow Assistant*

- Ordered necessary demands to close escrow
- Reviewed, researched, and cleared title reports
- Performed notarial acts
- Entered figures onto closing statements

03/2008 – 01/2010  
Red Rock Financial Services, Las Vegas, NV

### *Accounts Coordinator – Payoff Department*

- Updated accounting, including calculating interest, late fees, and foreclosure adjustments in accordance with state regulations
- Provided accurate and timely payoff statements and account breakdowns to various clients
- Researched laws and outside opinions to assist with shaping and creating company policies
- Contacted title companies after transfer of ownership to ensure payment is made