



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

Name of the TAB/CAC Applying for: Moapa

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: Jamie Patricia Shakespear Phone Number: _____

Email Address: _____

Home Address: 2605 W. Learned Cactus Way, Moapa, NV. 89025

Mailing Address: Po Box 783, Moapa, NV. 89025

Employer: Moapa Band of Paiutes Occupation: Court Clerk

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?

I have participated in many TAB meetings in the past as a board member.

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

I currently serve on the Moapa TAB.

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

The reason why I am interested in remaining a member of the Moapa TAB is because I have greatly enjoyed listening to the opinions of the members of the community and using those opinions and the information provided by the presenters to make an informed recommendation to send to the County Commissioners.

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.

Jamie Shakespear
Jamie Shakespear (Nov 14, 2022 19:42 PST)

Nov 14, 2022

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

Jamie Shakespear

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Po Box 783
Moapa, NV. 89025

Employment History:

Court Clerk for the Moapa Band of Paiutes in Moapa, NV. 11/2020 – Present. I am responsible for the accurate maintenance of court files and case management, including the maintenance of all pleadings, documents and other materials filed with the court. I collect, maintain, and report all statistical data, provide reports for all necessary agencies. I am also responsible for all court activities along with the calendaring for the court Judge. I prepare for and assist the Judge in all court sessions, enter all orders, judgments and decrees required. I am also responsible for the collection of all court fines, fees and other monies charged by the Court. Supervisor: Sharol McDade, 702-865-2787

Police Dispatch for the Moapa Band of Paiutes in Moapa, NV. 7/2017 - 3/2018. Answering incoming calls for law enforcement or medical emergencies. Relaying and documenting activities of police officers. Maintaining daily logs. Documenting messages and details relayed from citizens. Daily office task such as filling, record maintenance, copying, and a variety of other office duties. I resigned this position to stay at home with my children. Supervisor: Brenda Tom, 702-865-2828

Admission Clerk for Mesa View Regional Hospital in Mesquite, NV. 2/2010 - 3/2012. Registering patients in the emergency and outpatient area efficiently and accurately by obtaining appropriate signatures, completing all required forms and providing patient information as required by state and federal regulations. Verifying insurance and ensuring that required pre-authorization is obtained. Ensuring doctor orders are properly filled out with procedure, diagnosis, and signature. Knowledge of CPT, ICD-9 codes, effectively manage high volume of phone calls. Collection of copays, and informing patients of the payment options, including payment plans. I resigned this position to stay at home with my children. Supervisor: Patricia Gibson, 702-345-4313

General Office Worker for Perot Systems Government Services in Las Vegas, NV. 8/2008 - 7/2009. Clerical and administrative support in the processing of forms and applications used in the adjudication and adjustment of status of aliens. Perform all clerical task related to naturalization ceremonies, including the scheduling, preparation and distribution of certificates and retrieval of documentation from applicants. Daily office task such as filling, record maintenance, copying, and a variety of other office duties. Use of computer terminals to update the Department of Homeland Security automated systems. I was laid off from this position, due to the contract ending. Supervisor: Tara Brunetti, 602-462-2570

Legal Office Specialist for Moapa Justice Court in Moapa, NV. 5/2008 - 8/2008. Input citations, and information concerning the defendant. Update computer information for the distribution of warrants. Collect payment and schedule payments for citations, both in person and over the phone. Resigned from this position to pursue other job opportunities with Perot Systems Government Services. Supervisor: Diana Hartson, 702-864-2333

Optometry Service Representative for Kaiser Permanente in San Diego, CA. 8/2006 - 3/2008. Schedule appointments for members as appropriate for their needs. Transfer self-identified emergency calls to the appropriate provider or team. Effectively manage high volume of phone calls. Responsible to accurately check-in and check-out patients (information capture and revenue collection). Processing of payments for purchase of any eye care needs. Order entry for glasses and contacts, as well as faxing orders. I resigned from this position to move to a different state. Supervisor: David Mandler, 619-516-7191

Education:

Arizona State University. Present. I am currently working on my master's degree in Legal Studies with an emphasis on Employment Law and Construction Law.

University of Nevada, Las Vegas. May 2016. I received my bachelor's degree in criminal justice. During my Educational career I was able to maintain a 3.62 GPA, while caring for my children and serving my community.

Volunteer:

Moapa Town Advisory Board Member 1/2015-Present. Helping make decision to better serve my community.

Inter- Tribal Council of Nevada Head Start, Policy Council Member 1/2016- 7/2017. I would travel to Reno, Nv. to participate in the decision-making process for the policies and procedure regarding the Head Start program. Helping with events for the children and holding community meetings.

📄 Property Information

Parcel: 03026501003  Print

Owner Name(s): SHAKESPEAR
ANDREW R

Site Address: 2605 W LEARNED CACTUS
WAY

Jurisdiction: CC Moapa - 89025

Sale Date: 03/2010

Sale Price: \$125,000

Estimated Lot Size: 6.58

Construction Year: 1993

Recorded Doc Number: 20100331
00004031

Aerial Flight Date: 2022-07-07

🏠 Zoning and Planned Land Use

📄 Legal Description

👤 Ownership

💧 Flood Zone

👤 Elected Officials

Commissioner: B - Marilyn Kirkpatrick (D)

U.S. Senate: Jacky Rosen, Catherine
Cortez-Masto

U.S. Congress: 4 - Steven A. Horsford (D)

State Senate: 20 - Keith Pickard (R)

State Assembly: 19 - Ann Black (R)

School District: B - Katie Williams

University Regent: 8 - Cathy McAdoo

Board of Education: 4 - Rene Cantu

Minor Civil Division: Moapa

Township: CC Moapa












TAB-CAC Application

Final Audit Report

2022-11-15

| | |
|-----------------|--|
| Created: | 2022-11-15 |
| By: | ClarkCounty SignAdmin (ccadobesignadmin@clarkcountynv.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAARRO5ljZgPdkpFgaWPBCh_ar9RAJkHEUw |

"TAB-CAC Application" History

-  Web Form created by ClarkCounty SignAdmin (ccadobesignadmin@clarkcountynv.gov)
2022-09-19 - 8:15:51 PM GMT
-  Jamie Shakespear (jamie.shakespear@gmail.com) uploaded the following supporting documents:
 -  Resume
2022-11-15 - 3:42:56 AM GMT
-  Web Form filled in by Jamie Shakespear (jamie.shakespear@gmail.com)
2022-11-15 - 3:42:56 AM GMT
-  User email address verification waived
2022-11-15 - 3:42:58 AM GMT
-  Document emailed to AdministrativeServices@ClarkCountyNV.gov for acceptance
2022-11-15 - 3:42:59 AM GMT
-  Email sent to ClarkCounty SignAdmin (ccadobesignadmin@clarkcountynv.gov) bounced and could not be delivered
2022-11-15 - 3:43:14 AM GMT
-  Email viewed by AdministrativeServices@ClarkCountyNV.gov
2022-11-15 - 9:03:50 PM GMT
-  Signer AdministrativeServices@ClarkCountyNV.gov entered name at signing as La Tansa L Stevenson
2022-11-15 - 9:06:08 PM GMT
-  Document accepted by La Tansa L Stevenson (AdministrativeServices@ClarkCountyNV.gov)
Acceptance Date: 2022-11-15 - 9:06:10 PM GMT - Time Source: server
-  Agreement completed.
2022-11-15 - 9:06:10 PM GMT



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