

If you have any questions related to the TABs and CACs or the application process, please email AdministrativeServices@ClarkCountyNV.gov.

Name of TAB or CAC Applying For: Searchlight TAB

Full Name (First, Middle Initial, Last): James P Allen

Home Street Address: 404 E Surprise St

Home Address City/State/Zip Code: 89046

Mailing Address: PO Box 1384

Mailing Address City/State/Zip Code: Searchlight NV 89046

Employer: Nevada State College

Occupation: IT and Simulation Specialist

Email Address: _____

Cell Phone: _____

Best Daytime Contact Phone: _____

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.

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.

- * Experience working with budgets
- * Good communication and interpersonal skills

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

I certify that I am a QUALIFIED ELECTOR, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the TAB or CAC area to which I am applying, and that the information provided is true and accurate to the best of my knowledge.


Signature


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- 6th 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

JAMES P ALLEN

Physical Address: 404 E Surprise St Searchlight NV 89046
Mailing Address P.O. Box 1384 Searchlight NV 89046

EXPERIENCE

2018-2022

VICE PRESIDENT, BLACK MOUNTAIN HOMEOWNER'S ASSOCIATION

Prepared and managed yearly budget, worked with vendors to manage repairs and maintenance issues. Worked with homeowners and tenants to resolve community compliance issues.

2021 – PRESENT

IT AND SIMULATION SUPPORT, NEVADA STATE COLLEGE

Maintain and manage over 300 computing and simulation devices. Coordinate with professors and students for simulation events within the nursing school. Manage the technology budget and work with a multitude of vendors to ensure equipment is in working order.

EDUCATION

1986

BUSINESS MANAGEMENT, UNIVERSITY OF LA VERNE

1980

PUBLIC ADMINISTRATION, BIOLA UNIVERSITY

SKILLS

- Good communication skills
- Excellent interpersonal skills
- Attentive to detail
- Familiar with wide range of software and hardware

VETERAN

MILITARY SERVICE, US ARMY 1980-1988