

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 060
EFFECTIVE DATE: 07-03-2012
REVISED:
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Appointment of Deputy

- I. PURPOSE:** To insure that all appointments of deputies are authorized and recorded as official records with the office of the County Recorder.
- II. POLICY:** Elected officials and/or department heads who legally hold and exercise his/her office or department may appoint one or more deputies according to Nevada Revised Statutes (see specific statutes).
 - A.** All appointments of deputies must be in writing and must, together with the oath of office of the deputies, be recorded in the office of the County Recorder.
 - B.** When a respective appointing authority of any county office or department is terminated, his/her appointed deputy must be reappointed by the new appointing authority.
 - C.** Revocation of appointments must also be filed and recorded with the Office of the County Recorders.
 - D.** Upon recording of the appointments or revocations therein, persons must be deemed to have notice of the appointments or revocations.

RESPONSIBILITY FOR REVIEW: The County Manager or his/her designee will review this policy every 5 years or sooner as necessary.