

Curriculum Vitae of
CASSANDRA G. JONES, ESQ.

EMPLOYMENT AND EXPERIENCE

- May 2011 –
Current* **Managing Attorney & Counselor at Law**
Heritage Law Group, P.C. (previously Houghton Jones, A.P.C.)
Minden, Nevada
- January 2016 –
Current* **Nevada Commission on Judicial Ethics**
Serving as a member of the state-wide standing committee which provides interpretation and advanced opinions regarding the Judicial Code of Conduct; appointed twice by the Nevada State Bar Board of Governors
- 2016 - Current* **Justice Pro Tem**
Douglas County, Nevada
Serving as temporary Justice of the Peace, whenever asked, at no cost to the taxpayers. Appointed by the County Commissioners.
- August 2015 –
Current* **Certified Court Arbitrator**
Appointed by Nevada Supreme Court, serving in Douglas County and Carson City
- August 2005 –
April 2011* **Staff Attorney for the Honorable Michael P. Gibbons**
Ninth Judicial District Court
Minden, Nevada
- August 2005 –
December 2006* **Adjunct Professor, Paralegal Certificate Program**
Western Nevada College
- May 2004 –
August 2005* **Attorney**
Brooke Shaw Zumpft
Minden, Nevada
- August 2003 -
April 2004* **Law Clerk to the Honorable Judge Adams**
Second Judicial District Court
Reno, Nevada

EDUCATION

- December 2002* **Juris Doctorate, Arizona State University College of Law**
Ranking: 18 of 198 (9%), Pedrick Scholar
- May 2000* **B.S. Justice Studies, Arizona State University College of Public Programs**
Summa Cum Laude

ASSOCIATIONS

- Nevada Bar Association (License No. 8518)(admitted 2003)
- California Bar Association (License No. 237634)(admitted 2005)
- Estate Planning Council of Northern Nevada (2011 – Current)
 - Carson City Chair (2011 – 2015)
 - Executive Board Member (2014 – 2015)
- Wealth Counsel Forum of Nevada (2011 – Current)
 - Executive Board Member (2014 – Current)
- National Association of Elder Law Attorneys (2011 – Current)
- UNR's Planned Giving Council (2014 – 2017)
- Douglas County Bar Association
 - Secretary/Treasurer (2010-2011)
 - President (October 2004 – December 2006)

COMMUNITY SERVICE

- Town of Gardnerville, Board Member (2015-2018)
 - Chairwoman, 2018
- Austin's House, Board of Directors (2013 – Current)
 - Secretary (December 2015 – December 2017)
- Douglas Special Advocates for the Elderly (Founder, 2008; provide ongoing training to advocates, 2009 – current)
- Leadership Douglas County, 2013
- Regular contributor to the Record-Courier newspaper (2011 – 2017)
- Nevada Legal Services (2005-2018)
- Volunteer Attorneys for Rural Nevadans (2005-2018)

AWARDS

- Spotlight Award for Best Professional Service Provider, given by the Business Council of Douglas County (2017)
- Best of Carson Valley, Record-Courier, Runner-Up (2016, 2017)
- Pro Bono Service Award (2011-2017)
- Certificate of Special Appreciation, from Special Advocates for the Elderly (2014)