

STATE OF NEVADA

BRIAN SANDOVAL

Governor



OFFICE OF NEVADA GOVERNOR, BRIAN SANDOVAL

**ADMINISTRATIVE ASSISTANT**

Posted – May 19, 2015

Open Until Recruitment Needs Are Satisfied

**RECRUITMENT OPEN TO:**

This recruitment is open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor.

**POSITION DESCRIPTION:**

The position of Administrative Assistant is a full-time, non-classified position. Reporting to the Deputy Chief of Staff ("DCOS"), the Administrative Assistant is primarily responsible for supporting the financial and administrative operations in the Governor's Office, and also provides administrative support to Senior Staff.

**APPROXIMATE ANNUAL SALARY:**

Up to \$ 40,000.00 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

\*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**Job Duties:**

The Administrative Assistant will perform/support the following:

- Assist in planning, organizing, and implementing administrative procedures to improve efficiency in operations;
- Develop forms and work methods to create more effective work-flow systems;
- Research budget and financial information to ensure compliance with State Administrative Manual and Budget Office directives;
- Proofread and process gubernatorial appointment documents;
- Serve as representative on Capitol Safety Committee and coordinate safety training;
- Liaison with HR office and IT office;
- Training coordinator for Governor's Office and Governor's Mansion;
- Participate in preparing and reviewing biennial budget for the Governor's Office and Governor's Mansion includes developing performance measures;
- Purchase equipment within budgeted amounts and State Administrative Manual guidelines;
- Monitor budgets to ensure overspending does not occur and recommend work programs;
- Review travel claims and invoices for DCOS approval and processing, verify sufficient funding available and amounts are accurate before DCOS approval;
- Monitor and approve timesheet reporting;

- Finalize Executive Orders for Governor's signature and process;
- Maintain and update confidential office lists;
- Travel Manager for SWABIZ account;
- Review NPD-4 forms prior to DCOS approval;
- Run Statewide Term/Transfer report monthly from HR Data Warehouse;
- Coordinate regular archival of office documents and electronic files;
- Assist with staff recruitment, new employee orientation, training and exit process;
- Operate office equipment (phones, computers, Xerox, video-conference, etc.);
- Annually conduct and manage asset inventory or more frequently if large changes occur;
- Assist in organizing and maintaining agency subject files;
- Manage DCOS calendar and meeting requests;
- Follow State policies and procedures (i.e. travel claims, timesheets, etc.); and
- Perform other duties, as assigned.

**Competencies:**

- **Ethics/Integrity:** Maintains confidentiality, and acts with integrity.
- **Communication:** Accurately conveys ideas (verbally, and in writing), and shares complete information with peers and superiors.
- **Accountability:** Accepts responsibility for quality and timeliness of work, and functions both independently and as team member.
- **Adaptability:** Accepts changing work conditions and responsibilities.

**PREFERRED QUALIFICATIONS:**

A qualified candidate will: (1) have a bachelor's degree from a 4-year University with experience in government/administration OR an equivalent combination of education and experience; (2) an understanding of administrative, accounting and/or budgeting processes; (3) operational knowledge of computer software including word processing, spreadsheets, and standard data base applications; and (4) strong organizational and time-management skills.

**POSITION LOCATION:** Carson City, Nevada.

As Nevada's capital, Carson City is located in a mountain region that includes both semi-arid grass lands and sandy deserts. The state flower is the sagebrush! Nevada combines America's history with great food and untarnished scenery. From the historic Kit Carson Trail to white water rafting, horseback riding, skiing and golfing, Nevada is never dull! Working as a State of Nevada employee is a way to contribute positively to one of the country's fastest growing states. The State of Nevada offers generous paid leave, stability, flexibility and a work-life balance.

**RESUMES WILL BE ACCEPTED UNTIL RECRUITMENT NEEDS HAVE BEEN MET**

(All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

State of Nevada - Governor's Office

Attn: Christina Davis

101 N. Carson Street

Carson City, NV 89701

(775) 684-5670

or email to: [cmdavis@gov.nv.gov](mailto:cmdavis@gov.nv.gov)

In subject line please reference: **Administrative Assistant**

*The State of Nevada is an Equal Opportunity Employer.*