



Steve Sisolak
Governor

Florence Jameson, MD
Chairwoman

Heather Korbolic
Executive Director

Silver State Health Insurance Exchange

2310 South Carson Street, Suite 2 Carson City, NV 89701 T: 775-687-9939 F: 775-687-9932

www.nevadahealthlink.com/sshix

JOB ANNOUNCEMENT: ADMINISTRATIVE ASSISTANT

RECRUITMENT OPEN TO: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director. This position starts on or after October 28, 2019.

AGENCY RESPONSIBILITIES: The Silver State Health Insurance Exchange is the state agency that oversees and operates the online health insurance marketplace in the state of Nevada, known as Nevada Health Link. We are often referred to as the “Exchange.”

The Exchange facilitates and connects eligible Nevadans who are not insured by their employer, Medicaid, or Medicare to health insurance options. Individuals can purchase Affordable Care Act (ACA) certified Qualified Health Plans through the Exchange and if eligible, can receive subsidy assistance to help offset their monthly premiums and out-of-pocket costs.

APPROXIMATE ANNUAL SALARY: Salary range is up to \$53,591 (employer/employee paid retirement). *Please note: 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.*

BENEFITS: The State of Nevada 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.

POSITION SUMMARY: The Administrative Assistant (AA) will perform a broad variety of support duties under the guidance and direction of the Exchange Executive Team.

The AA will process all incoming mail and faxes, process/draft correspondence, reports, policies and procedures, minutes, projects and other documents as needed; establish and maintain filing systems, including electronic systems, in a secure and confidential manner; process purchase orders for supplies; assist Exchange staff with travel requests and make travel arrangements, assist with public awareness activities, posting of information, brochures, notices, etc., to the Exchange website and on other venues as appropriate; answer telephone, evaluate call, respond to inquiry and/or refer to appropriate party; take and transmit accurate messages; place calls when requested; direct questions regarding project activities to Exchange staff responsible for area of inquiry.

The AA will also manage and assist in monitoring the outreach contract vendor, consumer outreach and education strategy, and the stakeholder initiative for the Exchange. This will include making contact with potential stakeholders, forecasting production efforts, and assist in scheduling and all internal resources to fulfill project deliverables on time. The AA will also be the key individual to develop and enhance the Exchange’s relationships in the community statewide.

The AA will provide backup to other administrative staff and accounting staff as required. The AA will support the Exchange when needed by providing meeting support, running audio-visual equipment, posting agendas, answering phones, and other administrative duties, etc.

Assignments require problem solving within the framework of Exchange policies, procedures, requirements and applicable regulations. Additionally, initiative and judgment are required to determine the priority of assignments and to structure tasks to accomplish Exchange objectives within established schedules and timelines. The work is specialized and involves circumstances requiring adaptation of different approaches or methods to solve problems. Errors affect the timely provision of services to the Exchange or stakeholders and may cause inconvenience and financial loss to program clientele if not performed timely or correctly. Sample duties include but are not limited to:

Coordinate communications between the professional and administrative staff both within and outside the Exchange; receive and relay sensitive information related to Exchange activities, personnel and clientele; provide explanations regarding established policies and procedures.

Assist professional staff with training materials; compiling statistical data regarding training and research materials; provide other assistance as needed.

Compose documents and materials including correspondence, memoranda, reports, charts and other items in support of the Exchange; provide and explain information including applicable rules, regulations, guidelines, policies and procedures; distribute materials to stakeholders according to established distribution lists or on an as-needed basis.

TO QUALIFY: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and one year of grants experience which included the administration, assessment, coordination, analysis, and revision of grant program functions; **OR** graduation from high school or equivalent education and three years of professional experience in the research, development, coordination, revision, and evaluation of grant programs; **OR** an equivalent combination of education and experience.

LOCATION/TRAVEL: The position is based in Carson City. Periodic travel in-state and out-of-state may be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Tiffany Davis
Silver State Health Insurance Exchange
2310 S. Carson Street, Suite 2
Carson City, NV 89701
Office: 775-687-9934
Email: tdavis@exchange.nv.gov

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The State of Nevada is an equal opportunity/affirmative action employer. Qualified person are considered for employment without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, domestic partnership, compensation and/or wages, genetic information or disability, as outlined in the State of Nevada Affirmative Action Plan.